

South Carolina Basic Law Enforcement Job Task Analysis Survey

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**South Carolina Department of Public Safety
Criminal Justice Academy Division**

In conjunction with

Stanard & Associates, Inc.



The South Carolina Basic Law Enforcement Job-Task Analysis Survey

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I. Introduction

The purpose of the job task analysis described in this document was to generate the data necessary to validate the Basic Law Enforcement (BLE) Officer training curriculum for which the South Carolina Department of Public Safety - Criminal Justice Academy Division (SCDPS-CJAD) and Instructional Standards and Support Section (ISSS) is responsible. This document contains the results of the analysis of data collected via the 2005 South Carolina BLE Job-Task Analysis (BLEJTA) Survey. The survey procedures and instrument were developed by the SCDPS-CJAD and ISSS. The job-task list construction took place in December, 2004. The construction of the survey instruments was completed in February, 2005. One survey instrument was created for BLE officers to provide the frequency with which they performed the tasks; another survey instrument was created for supervisors of BLE officers to provide the criticality of those tasks. Distribution of the survey instruments to the South Carolina law enforcement community was initiated in March, 2005. The tabulation and analysis processes began in April, 2005. Results were delivered by Stanard & Associates, Inc. (S&A) to SCDPS-CJAD, ISSS in May of 2005.

The primary goal of conducting this job-task analysis was to identify tasks or groups of tasks that are essential to the performance of the BLE officer job; the intent was to identify the tasks necessary for BLE officers to successfully perform their assigned job duties. To achieve this goal, a list of broad functional areas was created by subject matter experts (SMEs), and then an exhaustive list of potential tasks related to these broad functional areas was created. As stated above, one version of the BLEJTA allowed BLE officers to indicate the frequency with which they performed each task (how often a given task is performed), and the other version of the BLEJTA allowed supervisors to indicate the criticality of those tasks (how important a given task is to overall functioning).

Once essential job tasks are identified in terms of their frequency and criticality, a comparison can be made between each essential job-task to its respective training curriculum. Additions, deletions or modifications to the existing training curriculum can then be made to ensure all essential job tasks are addressed thoroughly during the training program.

II. Methodology

A. Task Item Construction

1. 2005 S.C. BLE Job-Task Analysis Survey

In December of 2004, an SME panel comprising 9 law enforcement training officers from a variety of agencies throughout South Carolina got together to discuss BLE training and the tasks that are required of successfully performing BLE officers. The 9 SMEs, their job titles, and the agencies with which they are affiliated are presented below.

Captain Jim McClary
South Carolina State Law Enforcement Division

Lt. William Hildebrand
Orangeburg County Sheriff's Department

Lt. Michael Fowler
Hanahan Police Department

Sgt. Mark Mims
Florence Police Department

Lt. Michael A. East
Greenville County Sheriff's Office

Lt. Robert H. Hansz
College of Charleston Department of Public Safety

Sgt. Billy Melton
Columbia College Police Department

Sgt. Lee V. Gallman
South Carolina Department of Juvenile Justice Police

Lt. Vince Lombardo
Berkley County Sheriff's Office

The SMEs reviewed the list of 461 potential job tasks identified in the 2001 BLEJTA to determine whether they thought there should be any additions, deletions or modifications to the list. SMEs added 11 items, deleted 46 items, and modified 35 items. The final 2005 South Carolina BLEJTA consisted of 426 job tasks and is presented in Appendix A.

B. Essential Job Functions

1. Development of Essential Job Functions

When conducting job analyses, it is important to consider the implications of the Americans with Disabilities Act (ADA), which affects employers of all types including public safety agencies, when analyzing and summarizing job analysis data. Specifically, ADA legislation reinforces the need for employers to ensure that their human resources practices are founded on essential job functions; doing so ensures those practices are valid (i.e., job-related) and consistent with business necessity.

Section 101(8) of the ADA defines a "qualified individual with a disability" as:

“...an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires. For the purposes of this title, consideration shall be given to the employer’s judgment as to what functions of a job are essential, and if an employer has prepared a written description... this description shall be considered evidence of the essential functions of the job.”

In general, “essential functions” are fundamental, basic, necessary or vital tasks of the job. They do not include tasks that are incidental to the job, tasks that are performed infrequently, or tasks that are not performed at all. However, infrequency of performance is not enough to render a task as “non-essential.” In determining whether a task is essential, several factors are important. First, it is important to consider whether the position exists in which to perform the function. Second, it is important to determine whether the number of employees available to perform the particular job or task can affect the importance of the task. Third, it is important to assess the degree of expertise needed to perform the task. Whether or not a task is essential is a factual determination that must be made on a case-by-case basis. Therefore, specific knowledge about the job’s contents and variables is necessary to help determine if a task is essential.

As such, part of the current job analysis consisted of identifying the essential functions of the BLE officer job as defined by SMEs within South Carolina. Additionally, job task analysis data were collected, and the results for each task are reported by each of the essential functions to help determine whether current training curricula are appropriate and whether any changes may be necessary.

Twenty-four broad essential functions were identified by SMEs during the 2001 BLEJTA, and these essential functional areas were used to categorize the 426 items in the 2005 BLEJTA. Steven P. Allscheid, Ph.D. of Stanard & Associates, Inc. examined the 415 job tasks which remained the same or which were modified for the 2005 BLEJTA to determine whether they should still be categorized into the broad functional areas into which they were categorized in 2001. Then, Dr. Allscheid examined the 11 additional job tasks and assigned each of them to the 24 essential job functions. In some instances, a job task was assigned to multiple essential job functions, but in others, only one job task was assigned to an essential job function. The results section of this document contains summary statistics for job tasks within each of the 24 essential job functions. This list is useful for identifying the most important training elements within each essential job function. The list of 24 essential job functions BLE officers is presented below.

2. List of Essential Job Functions

The following are the “essential job functions” that are common to all BLE officers in South Carolina. The successful trainee must be able to perform ALL of the essential job functions of a BLE officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements.

Essential Job Function:	Explanation
1 Effect an arrest.	The officer must be able to use appropriate force to the extent necessary to subdue a resisting suspect. In order to use the least amount of force required, the officer must be proficient in the use of tactical maneuvers and weapons of self-defense. Included but not limited to handcuffs, feet, hands, and batons.
2 Prepare reports.	The officer must be able to initiate and complete verbal and written reports which include sketches, symbols, mathematical computations and narratives.
3 Maintain knowledge of the law.	The officer must maintain a practical, working knowledge of the laws of the United States and the State of South Carolina. This knowledge is of particular importance in determining when reasonable suspicion exists to detain a suspect, when probable cause exists to search and arrest and to what degree force may be used.
4 Operate a motor vehicle.	The officer must be skilled in the handling of a law enforcement vehicle in both emergency and non-emergency circumstances, in driving conditions which include daytime, nighttime, in excess of posted speed limits, in congested areas, unsafe road conditions, and inclement weather. The officer must apply driving techniques commensurate with industry standards.
5 Communicate with radio.	The officer must be able to coherently and thereby effectively communicate by means of law enforcement radio (radio channels) both stationary and mobile in both emergency and non-emergency situations.
6 Gather information.	The officer must be able to gather, sort, compile and interpret information received from communications with victims, witnesses, suspects and confidential informants.
7 Pursue fleeing suspects.	The officer must be able to pursue on foot, fleeing suspects. The officer must be able to quickly enter and exit law enforcement vehicles; lift, carry and drag heavy objects; climb and descend stairs; climb over and pull up oneself over obstacles; jump down from elevated surfaces; climb through openings; jump over obstacles, ditches and streams; crawl in confined areas; balance on uneven or narrow surfaces and use bodily force to gain entrance through barriers.
8 Use firearms.	The officer must be able to load, unload, aim and fire handguns, shotguns and other agency approved firearms from a variety of body positions and under conditions of stress that justify the use of deadly force. The officer must perform at a level of proficiency prescribed by certification standards.
9 Conduct searches.	The officer will have to perform searches of people, vehicles, buildings and outdoor areas which may involve feeling for and detecting concealed objects and which may include standing and/or walking for long periods of time.

Essential Job Function:	Explanation
10 Conduct surveillance.	The officer must be able to conduct visual and/or audio surveillance for extended periods of time under a variety of environmental conditions.
11 Perform patrol duties.	The officer will perform law enforcement patrol duties that include such things as working rotating shifts, foot patrol, bicycle patrol and physically checking doors and windows of buildings to ensure they are secure and detaining people and stopping suspicious vehicles and persons.
12 Communicate with the public.	The officer must effectively communicate with people by giving information and directions, mediating disputes and advising of rights and processes.
13 Communicate in formal settings.	The officer must demonstrate communication skills in court and other formal settings to include presentations to the public.
14 Preserve evidence.	The officer must be able to detect, collect and preserve evidence and substances related to criminal and civil offenses and infractions. The officer must also be able to package evidence properly.
15 Maintain professional demeanor.	The officer must be able to maintain a professional demeanor while enduring verbal and mental abuse when confronted with hostile views, opinions of suspects, and other people encountered in an antagonistic environment.
16 Detect hazardous conditions.	The officer must be able to detect and report the presence of hazardous or potentially hazardous conditions and materials. The officer must be able to perform rescue operations at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas.
17 Transport prisoners.	The officer must be able to process and transport prisoners and mental patients using handcuffs and other appropriate restraints.
18 Utilize equipment.	The officer must be able to utilize the appropriate personal protective equipment for handling chemical and biohazardous materials including bloodborne and airborne pathogens.
19 Extinguish fires.	The officer must be able to extinguish small fires by using a fire extinguisher and other appropriate means.
20 Read legal documents.	The officer must be able to read and comprehend legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants. The officer must also be able to serve warrants as necessary.
21 Process arrested persons.	The officer must be able to process arrested suspects to include taking their photographs and obtaining a legible set of fingerprint impressions.

Essential Job Function:	Explanation
22 Engage in problem solving.	The officer must be able to facilitate problem solving by assisting in the identification of problems, generation of alternatives, and implementation of solutions using generally accepted principles of community policing.
23 Ensure the rights of individuals.	The officer must ensure that victims and witnesses are informed of their rights and responsibilities as mandated by law, and that they are treated with dignity and respect.
24 Ensure equitable treatment.	The officer must recognize the cultural diversity in the community and ensure sensitive and equitable treatment of all citizens.

C. Survey Instrument Construction

One survey was created to determine the frequency with which BLE officers perform the 426 job tasks that were assigned to the various essential job functions. A separate survey was created to determine the criticality or importance of those job tasks.

1. Frequency Survey and Equipment List

A survey booklet to determine frequency with which BLE officers perform each job task was created. The frequency survey consisted of a booklet with each job task listed and a response form. Respondents were asked to complete a scannable form including demographic information, an assessment of the frequency in which they performed the 426 job tasks (using a Likert-type response scale), and a section related to the equipment list. Two questions were assessed related to 66 equipment items. Respondents were asked “Is the equipment item available for use?” and “Do you use this equipment item during the course of your duties?”

Mr. Donald Noe organized the scan form for respondents to complete for the frequency and equipment survey. Mr. Noe has documented in detail the procedures used to create the scan form. In addition, Mr. Noe was also responsible for scanning each of the completed forms that were returned to the SCCJA. The entire procedures and details for decisions related to the creation of the scan form and the scanning procedures used with returned responses are presented in the BLE Job-Task Analysis Frequency: Response Form Development, Data Capture, and Data Conversion report (Noe, 2005). A copy of the complete frequency survey booklet is presented in Appendix B.

2. Criticality Survey

A survey booklet to determine the importance or criticality of each of the 426 job tasks was created. The criticality survey consisted of a booklet with each job task listed and a response form. The respondents were asked to complete a scannable form including demographic information, complete an assessment of the criticality or importance of

each of the 426 job tasks (using a Likert-type response scale), and assess whether the job task should be learned in basic BLE officer training or in advanced training at the SCCJA. Mr. Donald Noe organized the scan form for respondents to complete for the criticality survey. Mr. Noe documented in detail the procedures used to create the scan form. In addition, Mr. Noe was also responsible for scanning each of the completed forms that were returned to the SCCJA. The entire procedures and details for decisions related to the creation of the scan form and the scanning procedures used with returned responses are presented in the BLE Job-Task Analysis Criticality: Response Form Development, Data Capture, and Data Conversion report (Noe, 2005). A copy of the complete criticality survey booklet is presented in Appendix C.

D. Survey Instrument Distribution and Responses

1. Frequency and Equipment List Survey

A list of all BLE officers with more than 1 year of experience was created from certification files at the SCCJA. The names and employers of the BLE officers selected were determined. Approximately 2,453 individuals were identified who fit this description. Surveys were mailed to the agencies with instructions to have the individuals identified to fill out the surveys. Survey packages were mailed in March of 2005 with instructions to return the forms to the SCCJA in the month of March, 2005. Usable cases were obtained from 989 respondents. More specific information regarding the completed and returned responses to the frequency and equipment list survey is presented in the BLE Job-Task Analysis Frequency: Response Form Development, Data Capture, and Data Conversion report (Noe, 2005).

2. Criticality Survey

Approximately 1,088 supervisors to BLE officers were identified from approximately 272 agencies. Surveys were mailed to the agencies with instructions to have the supervisors identified fill out the surveys. Survey packages were mailed in March of 2005 with instructions to return the forms to the SCCJA in the month of March, 2005. Usable cases were obtained from 268 respondents. More specific information regarding the completed and returned response to the criticality survey is presented in the BLE Job-Task Analysis Criticality: Response Form Development, Data Capture, and Data Conversion report (Noe, 2005).

III. Results

A. Demographic Information for Respondents to Frequency and Equipment Survey

A total of 989 individuals completed the frequency and equipment list survey. If participants provided invalid responses to some variables (for example, entering a value of "13" in the Educational Level variable when valid values ranged from 01 to 09), those invalid values were recoded as "system missing" values. In subsequent sections,

frequency distributions of sample participants by each demographic variable are presented.

1. Frequency and Percentage of Respondents by Gender

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Female	177	17.9	17.9	17.9
	Male	812	82.1	82.1	100.0
	Total	989	100.0	100.0	

2. Frequency and Percentage of Respondents by Race

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Black	124	12.5	12.5	12.5
	White	837	84.6	84.6	97.2
	Native American	3	.3	.3	97.5
	Asian	4	.4	.4	97.9
	Hispanic	18	1.8	1.8	99.7
	Other	3	.3	.3	100.0
	Total	989	100.0	100.0	

3. Frequency and Percentage of Respondents by Rank

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Uniformed Patrol Officer	413	41.8	43.5	43.5
	Private First Class	314	31.7	33.1	76.5
	Corporal	195	19.7	20.5	97.1
	Sergeant	23	2.3	2.4	99.5
	Lieutenant	3	.3	.3	99.8
	Sheriff	1	.1	.1	99.9
	Deputy Chief	1	.1	.1	100.0
	Total	950	96.1	100.0	
Missing	System	39	3.9		
Total		989	100.0		

4. Frequency and Percentage of Respondents by Department Size

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 - 5	18	1.8	1.8	1.8
	6 - 25	97	9.8	9.9	11.7
	26 - 50	161	16.3	16.4	28.1
	51 - 100	175	17.7	17.8	46.0
	101 and over	530	53.6	54.0	100.0
	Total	981	99.2	100.0	
Missing	System	8	.8		
Total		989	100.0		

5. Frequency and Percentage of Respondents by Department Type

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	City/Town Police	470	47.5	48.2	48.2
	County Police	42	4.2	4.3	52.5
	Sheriff's Department	281	28.4	28.8	81.3
	State Agency	112	11.3	11.5	92.7
	Public Safety (non-College/University)	42	4.2	4.3	97.0
	College/University Police/Public Safety	19	1.9	1.9	99.0
	Private (e.g., Private College Security, etc.)	10	1.0	1.0	100.0
	Total	976	98.7	100.0	
Missing	System	13	1.3		
Total		989	100.0		

6. Frequency and Percentage of Respondents by Environment

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Primarily Urban (i.e., city or town)	505	51.1	51.3	51.3
	Primarily Rural (i.e., farmland, county, etc.)	158	16.0	16.0	67.3
	Mixed Urban and Rural	322	32.6	32.7	100.0
	Total	985	99.6	100.0	
Missing	System	4	.4		
Total		989	100.0		

7. Frequency and Percentage of Respondents by Years of Service

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	0	1	.1	.1	.1
	1	9	.9	.9	1.0
	2	109	11.0	11.1	12.1
	3	221	22.3	22.4	34.5
	4	217	21.9	22.0	56.5
	5	262	26.5	26.6	83.1
	6	66	6.7	6.7	89.8
	7	23	2.3	2.3	92.2
	8	16	1.6	1.6	93.8
	9	9	.9	.9	94.7
	10	9	.9	.9	95.6
	11	3	.3	.3	95.9
	12	5	.5	.5	96.4
	13	6	.6	.6	97.1
	14	3	.3	.3	97.4
	15	4	.4	.4	97.8
	17	6	.6	.6	98.4
	18	1	.1	.1	98.5
	20	1	.1	.1	98.6
	23	2	.2	.2	98.8
	24	1	.1	.1	98.9
	25	4	.4	.4	99.3
	26	2	.2	.2	99.5
	29	1	.1	.1	99.6
	30	1	.1	.1	99.7
	43	1	.1	.1	99.8
	54	1	.1	.1	99.9
	55	1	.1	.1	100.0
	Total	985	99.6	100.0	
Missing	System	4	.4		
Total		989	100.0		

8. Frequency and Percentage of Respondents by Education Level

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	GED	40	4.0	4.3	4.3
	High School Graduate	415	42.0	44.3	48.6
	Two-year degree	158	16.0	16.9	65.4
	Four-year degree	242	24.5	25.8	91.2
	Graduate level work (not completed)	41	4.1	4.4	95.6
	Masters-level degree	16	1.6	1.7	97.3
	Post Masters Degree work (not completed)	4	.4	.4	97.8
	Doctorate	1	.1	.1	97.9
	JD	2	.2	.2	98.1
	Other	18	1.8	1.9	100.0
	Total	937	94.7	100.0	
Missing	System	52	5.3		
Total		989	100.0		

B. Demographic Information for Respondents to Criticality Survey

A total of 278 individuals completed the criticality survey. As with the frequency survey, if criticality survey participants provided invalid responses to some variables (for example, entering a value of “13” in the Educational Level variable when valid values ranged from 01 to 09), those invalid values were recoded as “system missing” values. In subsequent sections, frequency distributions of sample participants by each demographic variable are presented.

1. Frequency and Percentage of Respondents by Gender

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Female	22	7.9	7.9	7.9
	Male	256	92.1	92.1	100.0
	Total	278	100.0	100.0	

2. Frequency and Percentage of Respondents by Race

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Black	50	18.0	18.1	18.1
	White	224	80.6	80.9	98.9
	Native American	2	.7	.7	99.6
	Asian	1	.4	.4	100.0
	Total	277	99.6	100.0	
Missing	System	1	.4		
Total		278	100.0		

3. Frequency and Percentage of Respondents by Rank

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Uniformed Patrol Officer	1	.4	.4	.4
	Corporal	15	5.4	5.5	5.9
	Sergeant	82	29.5	30.3	36.2
	Lieutenant	47	16.9	17.3	53.5
	Captain	37	13.3	13.7	67.2
	Major	12	4.3	4.4	71.6
	Colonel	1	.4	.4	72.0
	Chief Deputy	7	2.5	2.6	74.5
	Sheriff	6	2.2	2.2	76.8
	Deputy Chief	10	3.6	3.7	80.4
	Chief	45	16.2	16.6	97.0
	Assistant Director	7	2.5	2.6	99.6
	Director	1	.4	.4	100.0
	Total	271	97.5	100.0	
Missing	System	7	2.5		
Total		278	100.0		

4. Frequency and Percentage of Respondents by Department Size

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 – 5	18	6.5	6.5	6.5
	6 – 25	80	28.8	28.8	35.3
	26 – 50	82	29.5	29.5	64.7
	51 – 100	44	15.8	15.8	80.6
	101 and over	54	19.4	19.4	100.0
	Total	278	100.0	100.0	

5. Frequency and Percentage of Respondents by Department Type

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	City/Town Police	166	59.7	60.4	60.4
	County Police	2	.7	.7	61.1
	Sheriff's Department	48	17.3	17.5	78.5
	State Agency	23	8.3	8.4	86.9
	Public Safety (non-College/University)	11	4.0	4.0	90.9
	College/University Police/Public Safety	18	6.5	6.5	97.5
	Private (e.g., Private College Security, etc.)	7	2.5	2.5	100.0
	Total	275	98.9	100.0	
Missing	System	3	1.1		
Total		278	100.0		

6. Frequency and Percentage of Respondents by Environment

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Primarily Urban (i.e., city or town)	174	62.6	63.3	63.3
	Primarily Rural (i.e., farmland, county, etc.)	49	17.6	17.8	81.1
	Mixed Urban and Rural	52	18.7	18.9	100.0
	Total	275	98.9	100.0	
Missing	System	3	1.1		
Total		278	100.0		

7. Frequency and Percentage of Respondents by Years Experience Years of Service

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	2	1	.4	.4	.4
	3	4	1.4	1.4	1.8
	4	6	2.2	2.2	4.0
	5	6	2.2	2.2	6.1
	6	6	2.2	2.2	8.3
	7	11	4.0	4.0	12.3
	8	7	2.5	2.5	14.8
	9	9	3.2	3.2	18.1
	10	11	4.0	4.0	22.0
	11	5	1.8	1.8	23.8
	12	12	4.3	4.3	28.2
	13	9	3.2	3.2	31.4
	14	9	3.2	3.2	34.7
	15	22	7.9	7.9	42.6
	16	12	4.3	4.3	46.9
	17	6	2.2	2.2	49.1
	18	9	3.2	3.2	52.3
	19	9	3.2	3.2	55.6
	20	14	5.0	5.1	60.6
	21	10	3.6	3.6	64.3
	22	10	3.6	3.6	67.9
	23	5	1.8	1.8	69.7
	24	6	2.2	2.2	71.8
	25	11	4.0	4.0	75.8
	26	7	2.5	2.5	78.3
	27	5	1.8	1.8	80.1
	28	5	1.8	1.8	81.9
	29	9	3.2	3.2	85.2
	30	10	3.6	3.6	88.8
	31	10	3.6	3.6	92.4
	32	4	1.4	1.4	93.9
	33	6	2.2	2.2	96.0
	34	2	.7	.7	96.8
	35	5	1.8	1.8	98.6
	36	1	.4	.4	98.9
	39	1	.4	.4	99.3
	45	2	.7	.7	100.0
	Total	277	99.6	100.0	
Missing	System	1	.4		
Total		278	100.0		

8. Frequency and Percentage of Respondents by Education Level

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	GED	10	3.6	3.8	3.8
	High School Graduate	97	34.9	36.7	40.5
	Two-year degree	64	23.0	24.2	64.8
	Four-year degree	56	20.1	21.2	86.0
	Graduate level work (not completed)	11	4.0	4.2	90.2
	Masters-level degree	19	6.8	7.2	97.3
	Post Masters Degree work (not completed)	1	.4	.4	97.7
	Doctorate	1	.4	.4	98.1
	JD	2	.7	.8	98.9
	Other	3	1.1	1.1	100.0
	Total	264	95.0	100.0	
Missing	System	14	5.0		
Total		278	100.0		

C. Results of Criticality and Frequency Survey

1. Introduction to Data Reported and Results of the Criticality and Frequency Surveys

The mean was calculated for each job task based on the responses of participants on the frequency survey (Uniformed Patrol Officers, for the most part). The mean was calculated for each job task based on the responses from participants on the criticality survey (Supervisors). The mean criticality value for each job task was exported into a data set to determine percentile ranks ordered from highest to lowest in terms of the criticality rating. Thus, the percentile rank serves as an indicator of which of the 426 job tasks were rated highest or lowest in criticality. For example, a job task with a criticality percentile rank of 67 would have a higher criticality than 67 percent of the 426 job tasks; in other words, 67 percent of the 426 job tasks would have a lower criticality mean than that job task. A job task with a percentile rank of 97 indicates that 97 percent of the 426 job tasks had a lower criticality mean than that job task.

The same procedure was used to create percentile ranks for frequency as well. The mean frequency value for each job task was exported into a data set to determine percentile ranks ordered from highest to lowest in terms of the frequency rating. A job task with a percentile rank of 52 would indicate that 52 percent of the 426 job tasks were performed less frequently than that job task.

Finally, the percentage of supervisors who reported that a job task should be taught in basic training was also calculated. These statistics are reported for each of the 426 job tasks in Appendices D through G. Appendix D contains a list of job tasks in sequential order by item number, Appendix E contains a list of job tasks in descending order by criticality, Appendix F contains a list of job tasks in descending order by frequency, and Appendix G contains a list of job tasks in descending order by the percentage of

supervisors indicating that entry-level BLE officers should learn the job task in basic training.

To assist with the determination of which job tasks should be addressed in the BLE training curriculum, decisions rules have been created based on the frequency and criticality response scale anchors, as well as the percentage of supervisors that indicated that job tasks should be addressed in basic training. The frequency scale anchors were 1=never, 2=infrequently, 3=monthly, 4=weekly, and 5=daily; and the criticality scale anchors were 1=not important, 2=important, 3=serious, 4=very serious, and 5=disastrous. Using these anchors and the percentage of supervisors indicating that job tasks should be addressed in basic training, a job task should most likely be included in the training curriculum if:

1. The mean frequency rating for a job task is 3 or higher (meaning that the task is typically performed monthly or more frequently), AND
2. The mean criticality rating for a job task is 2 or higher (meaning that inadequate or improper performance of the task could have important or more serious consequences), AND
3. Over half of the supervisors (a majority of the supervisors) indicate that the task should be covered in basic training.

If the criticality rating for a job task is 2 or higher and over 50 percent of the supervisors believe it should be taught in basic training, but the frequency rating is less than 3, it does not necessarily mean that the task should be excluded from the training curriculum; trainers may consider including the job task in training since it has been identified as an important task.

D. Equipment List Results

Respondents who completed the frequency survey also completed the equipment survey. Respondents were asked to respond to two questions. First, for every equipment item listed, they were asked to indicate whether the equipment was available for their use. Second, for every equipment item listed, they were asked to indicate whether they use the equipment or not during the course of their duties. To assist with the determination of which equipment items should be addressed in the BLE training curriculum, a decision rule has been created based on the percentage of officers that indicate that an equipment item is available to them, and the percentage that indicate they use the equipment item. If over half of the officers indicate that an equipment item is available to them OR over half of them indicate they use the equipment, the equipment item should most likely be included in the training curriculum.

The percentage of respondents who reported equipment items were available to them, the percentage who indicated that they use the equipment during the course of their duties, and the valid number of respondents for each equipment item is presented in the Table below.

Item #	Equipment Item	Percent Available	N for Available	Percent Use	N for Use
1	Automobile	100%	981	99%	951
2	Baton	87%	855	58%	553
3	Binoculars	38%	370	44%	405
4	Soft Body Armor (hidden vest, exterior vest)	98%	963	96%	915
5	DataMaster	89%	879	62%	594
6	Business Directory	84%	823	75%	715
7	OC Spray (Pepper)	93%	918	70%	666
8	Car Door Lock Opening Device	31%	305	28%	263
9	Chemical Agents (other than OC spray)	13%	124	6%	52
10	Fire Extinguisher Agents	92%	904	63%	598
11	Gasoline Pump	89%	872	89%	853
12	Bloodborne Pathogen Protection Equipment	96%	948	77%	738
13	First Aid Kit	89%	877	75%	718
14	Road Flares	32%	313	22%	203
15	Flashlight	98%	964	98%	943
16	Flexicuffs	47%	460	33%	312
17	Handcuffs	99%	974	98%	941
18	Hand-held Police Radio (Walkie-Talkie)	98%	965	98%	938
19	Illuminated Traffic Baton	61%	597	55%	514
20	Ladder	15%	151	8%	74
21	Manual Traffic Control Device	22%	215	15%	138
22	Photocopier	95%	929	94%	897
23	Public Address System	79%	776	67%	632
24	Traffic Cones	64%	629	52%	489
25	Alley Lights	80%	787	76%	713
26	Radar/Laser Unit	67%	657	52%	494
27	Revolver	10%	102	9%	79
28	Revolver Speed Loader	4%	42	3%	23
29	Rope	21%	210	13%	118
30	Semiautomatic Pistol	98%	959	94%	900
31	Shotgun	80%	782	61%	578
32	Spotlight	81%	796	78%	739
33	Police Car Radio	97%	955	95%	910
34	Life Ring	11%	108	5%	50
35	Lights and Sirens	99%	974	96%	917
36	Rubber Gloves	97%	956	96%	918
37	Barrier Tape	85%	837	76%	724
38	Flotation Vests	17%	169	9%	85
39	Ammunition/Magazine/Clips	100%	981	97%	932
40	Weapon Cleaning Equipment	70%	687	89%	840
41	Fluorescent Vest	89%	872	85%	813
42	Knife	38%	375	61%	568
43	Ankle Shackles	63%	616	55%	520
44	Tire Jack	95%	936	81%	770
45	Waist Chains	52%	512	41%	384
46	Whistle	50%	495	41%	382
47	Mug Shot Camera	46%	450	34%	312

Item #	Equipment Item	Percent Available	N for Available	Percent Use	N for Use
48	Rape Victim Evidence Kit	57%	559	34%	315
49	Bloodborne Pathogen Clean Up Equipment	69%	678	48%	453
50	Mouth Dam	33%	325	21%	190
51	WMD Personal Protective Equipment	74%	720	47%	444
52	Computer	91%	892	91%	862
53	On-Board Computer Terminal (MDT)	26%	255	24%	219
54	Fingerprint Kit	66%	643	52%	484
55	Drug Field Test Kit	61%	594	53%	499
56	Passive Alcohol Sensor	13%	123	6%	53
57	Taser	47%	458	36%	338
58	Map of Patrol Area	87%	841	86%	807
59	Tape Recorder	36%	354	35%	322
60	On-Board Mobile Video	60%	581	56%	514
61	Patrol Rifle	16%	159	11%	103
62	Cell Phone	54%	521	74%	684
63	G.P.S. System	46%	444	39%	357
64	Holster (Threat Level 1)	31%	295	26%	235
65	Holster (Threat Level 2)	53%	503	51%	458
66	Holster (Threat Level 3)	48%	451	45%	407

E. Results of Job Tasks Organized by Essential Job Function

1. Effect an Arrest

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
404	Use deadly force.	1.17	989	0.53	1.4	4.52	276	0.82	100.0	89.9%	10.1%
267	Discharge weapon at a person.	1.15	988	0.47	0.9	4.48	278	0.87	99.8	90.8%	9.2%
353	Protect handgun while it is being attacked whether in or out of holster.	2.14	987	1.38	39.0	4.41	274	0.87	99.1	89.6%	10.4%
358	Draw weapon in line of duty.	2.43	989	0.93	49.5	4.32	276	0.82	98.8	90.8%	9.2%
310	Disarm suspects.	2.32	988	0.99	45.8	4.28	276	0.92	98.4	84.9%	15.1%
398	Control a suspect while both of you are on the ground.	2.00	988	0.90	32.9	4.06	276	0.97	97.2	88.4%	11.6%
204	Make vehicle stops to effect felony arrests.	2.37	988	0.98	48.8	3.92	278	1.00	96.2	88.6%	11.4%
342	Control a struggling suspect/prisoner.	2.81	987	1.03	63.8	3.79	276	1.00	94.1	91.5%	8.5%
397	Use a baton retention technique when baton is grabbed by suspect.	1.52	988	0.82	11.7	3.76	277	1.05	93.7	88.4%	11.6%
312	Coordinate tactical operations.	1.73	987	0.94	20.0	3.61	275	1.02	91.3	18.5%	81.5%
238	Participate in raids.	1.84	989	0.85	24.6	3.58	278	1.07	90.8	49.6%	50.4%
396	Strike resistive suspect with officer's hands or feet (personal weapons).	1.96	989	0.79	30.3	3.57	277	1.01	90.6	88.1%	11.9%
86	Subdue suspect using grips or holds.	2.79	986	1.08	63.1	3.56	278	0.97	90.4	91.6%	8.4%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
269	Break up fights involving two or more people.	2.54	989	0.98	53.8	3.53	278	0.96	89.4	95.2%	4.8%
385	Initiate mandatory arrest in a domestic violence incident.	2.81	989	1.22	64.1	3.49	277	1.00	88.3	94.4%	5.6%
395	Use pressure point control on resistive suspect.	2.23	989	0.96	42.3	3.48	277	0.97	88.0	87.0%	13.0%
270	Use baton to subdue suspects.	1.56	988	0.69	13.1	3.47	277	1.02	87.3	87.3%	12.7%
177	Physically restrain crowds.	1.62	988	0.72	15.5	3.46	278	1.07	87.1	62.9%	37.1%
179	Use restraining devices (handcuffs, chains, etc.).	4.13	986	1.05	95.8	3.44	278	1.01	86.2	96.0%	4.0%
176	Forcibly enter residence (kick or force door, etc.).	1.91	988	0.77	27.2	3.39	278	1.12	83.8	69.9%	30.1%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	1.49	988	0.70	10.6	3.39	277	1.13	83.6	71.5%	28.5%
234	Arrest persons with a warrant.	3.39	989	1.12	82.4	3.36	278	0.99	81.7	94.8%	5.2%
324	Arrest persons without a warrant.	3.40	989	1.28	82.9	3.35	276	0.95	81.5	94.5%	5.5%
180	Use (OC) Pepper Gas to subdue suspects.	1.85	988	0.78	24.9	3.31	277	0.90	80.0	82.7%	17.3%
227	Arrest DUI suspects.	2.41	989	1.04	49.1	3.26	277	0.94	77.0	91.1%	8.9%
57	Participate in strategy/planning for arrests.	2.70	989	1.11	59.6	3.25	277	0.94	76.5	64.3%	35.7%
386	Initiate arrest subsequent to a court order (restraining order).	2.08	989	0.98	36.9	3.22	276	0.99	75.6	94.0%	6.0%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
133	Apprehend juvenile.	2.86	989	1.10	67.4	3.00	278	0.92	64.3	95.6%	4.4%
146	Take into custody person detained by a citizen.	2.00	987	1.01	33.6	2.95	278	0.91	60.3	92.6%	7.4%
325	Make arrest for traffic charge.	3.13	988	1.30	74.9	2.93	276	0.94	58.9	95.9%	4.1%
141	Enforce court issued order.	2.54	987	1.25	54.2	2.92	278	0.90	58.7	86.2%	13.8%
425	Participate in physical training.	3.31	988	1.23	81.0	2.87	276	0.90	55.9	94.0%	6.0%
405	Have contact with media at direction of Chief/Sheriff/Supervisor.	1.36	988	0.70	6.6	2.86	277	0.94	54.5	43.8%	56.2%
225	Obtain confinement order from Family Court to keep juvenile jailed.	1.45	987	0.70	9.6	2.83	278	0.87	52.3	69.4%	30.6%
423	Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.	1.91	987	0.86	27.7	2.83	277	0.95	51.4	95.9%	4.1%
413	Crawl under a fence or gate to assist a victim.	1.70	987	0.73	18.3	2.82	277	0.93	50.0	98.1%	1.9%
420	Climb over 4 foot chain link fence to pursue a suspect.	1.97	988	0.85	30.5	2.80	277	0.98	49.1	95.5%	4.5%
415	Pursue a suspect over trenches and small ditches.	2.24	989	0.90	42.5	2.78	277	0.96	47.2	95.5%	4.5%
426	Pursue suspect over uneven terrain.	2.35	977	0.93	47.2	2.77	272	0.96	45.8	94.7%	5.3%
373	Detain/jail suspects arrested by merchants or private security personnel.	2.23	989	1.14	42.0	2.76	276	0.89	44.8	94.4%	5.6%
377	Use flashlight as a security tool.	3.36	989	1.43	81.9	2.75	277	0.95	43.7	97.4%	2.6%
414	Change direction quickly pursuing a subject.	2.36	989	0.95	48.1	2.72	277	0.94	39.7	97.4%	2.6%
91	Assist bail bondsman in taking fugitives into custody.	1.36	988	0.60	6.8	2.58	278	1.25	30.0	72.3%	27.7%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
89	Fill out field interrogation card.	2.35	989	1.32	47.7	2.34	277	0.76	16.9	93.7%	6.3%
90	Monitor the compliance of taxicabs with regulations.	1.30	989	0.73	5.6	1.59	278	0.71	0.2	67.7%	32.3%

2. Prepare Reports

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
267	Discharge weapon at a person.	1.15	988	0.47	0.9	4.48	278	0.87	99.8	90.8%	9.2%
60	Document chain of custody for evidence.	3.64	989	1.16	88.3	3.62	278	0.93	91.5	94.9%	5.1%
179	Use restraining devices (handcuffs, chains, etc.).	4.13	986	1.05	95.8	3.44	278	1.01	86.2	96.0%	4.0%
63	Record location of physical evidence at scene.	2.96	988	1.27	70.7	3.44	278	0.90	85.9	69.9%	30.1%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	1.49	988	0.70	10.6	3.39	277	1.13	83.6	71.5%	28.5%
262	Investigate police applicant's background.	1.12	989	0.44	0.7	3.36	275	1.07	82.6	30.2%	69.8%
64	Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.	2.35	989	1.06	46.9	3.32	278	0.91	80.5	52.7%	47.3%
217	Detain mentally ill person without court order.	1.60	988	0.80	14.6	3.30	277	1.04	79.6	86.0%	14.0%
7	Maintain updated information concerning wanted persons, vehicles, etc.	3.57	989	1.44	86.6	3.30	278	1.00	79.3	81.3%	18.7%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
242	Examine evidence and personal property from crime scenes.	2.47	989	1.25	51.2	3.09	278	0.85	68.1	43.5%	56.5%
332	Package evidence.	3.05	988	1.19	73.9	3.09	275	0.87	67.8	57.4%	42.6%
241	Diagram crime scenes.	1.67	988	0.92	17.4	3.01	278	0.86	65.3	39.3%	60.7%
157	Conduct surveillance of individuals.	2.61	989	1.28	55.9	2.85	278	0.82	54.0	43.0%	57.0%
72	Describe contributing factors in accident.	2.84	988	1.38	66.4	2.79	277	0.83	48.1	74.5%	25.5%
144	Complete Uniform Crime Report (UCR) incident report form.	3.79	989	1.56	90.4	2.75	277	0.87	44.1	89.6%	10.4%
119	Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.	2.13	989	1.22	38.0	2.75	278	0.93	43.9	73.0%	27.0%
361	Inventory contents of suspect's vehicle.	3.27	988	1.25	80.0	2.75	276	0.81	43.2	95.9%	4.1%
131	Mark valuable items for persons when securing in departmental property room.	2.05	989	1.26	35.2	2.74	278	0.91	43.0	76.7%	23.3%
73	Interview drivers of vehicles involved in accident.	2.94	988	1.43	70.0	2.72	278	0.83	40.4	90.7%	9.3%
345	Diagram accident scene.	2.44	987	1.48	50.0	2.71	275	0.76	39.4	69.9%	30.1%
360	Maintain personal notes on various cases.	3.89	987	1.26	92.3	2.68	275	0.78	37.3	94.0%	6.0%
74	Measure skidmarks.	1.54	988	0.96	12.2	2.66	278	0.85	36.6	48.5%	51.5%
68	Review records and pictures of suspects.	3.26	989	1.27	79.6	2.62	278	0.80	34.0	73.8%	26.2%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
261	Inventory impounded vehicles.	2.67	989	1.40	58.7	2.62	276	0.78	33.6	92.9%	7.1%
253	Complete collision report form.	2.71	987	1.51	60.1	2.62	278	0.78	33.3	92.6%	7.4%
33	Use alternatives to photographs for identifications (artists' sketches, etc.).	1.71	989	0.88	18.8	2.61	277	0.90	33.1	33.9%	66.1%
140	Update dispatch records of officers on calls.	1.74	989	1.30	20.2	2.59	278	1.05	31.7	73.8%	26.2%
348	Take measurements at traffic accident scenes.	1.64	987	1.03	16.7	2.58	275	0.79	30.3	52.8%	47.2%
271	Write follow-up reports on original incident.	2.97	988	1.18	71.1	2.58	278	0.72	29.8	93.7%	6.3%
171	Confer with prosecutor prior to obtaining warrant.	1.99	985	0.98	32.2	2.58	278	0.89	29.6	85.9%	14.1%
256	Take statements from witnesses or victims of accident.	2.51	989	1.35	52.3	2.56	277	0.75	28.6	95.6%	4.4%
308	Book prisoner by completing forms.	3.04	987	1.50	73.7	2.54	276	0.81	27.7	92.6%	7.4%
165	Issue citations in traffic accidents.	2.68	988	1.54	59.2	2.47	278	0.80	24.2	94.8%	5.2%
380	Obtain information from various community groups for investigative purpose.	2.34	989	1.12	46.5	2.44	277	0.71	22.1	66.3%	33.7%
200	Handle records at headquarters.	2.53	987	1.56	53.3	2.41	276	0.90	20.4	68.4%	31.6%
255	Inventory personal property of accident victims.	2.01	989	1.16	34.3	2.39	278	0.81	19.0	97.4%	2.6%
89	Fill out field interrogation card.	2.35	989	1.32	47.7	2.34	277	0.76	16.9	93.7%	6.3%
352	Locate documents and information in records system.	3.04	988	1.42	73.2	2.30	274	0.65	13.6	75.6%	24.4%
391	Complete tow slips on towed vehicles.	3.22	989	1.37	78.2	2.30	276	0.74	13.1	93.6%	6.4%
296	Make entries in patrol log.	2.80	989	1.70	63.4	2.29	278	0.75	12.7	93.3%	6.7%
194	Use speedometer to clock speeders.	2.62	986	1.52	56.8	2.29	277	0.95	12.2	77.2%	22.8%
254	Instruct drivers involved in an accident to exchange information.	2.22	988	1.25	41.8	2.24	278	0.74	9.6	97.0%	3.0%
162	Estimate value of stolen or recovered goods.	3.40	988	1.40	83.1	2.20	278	0.74	8.2	87.0%	13.0%
392	Estimate damage to vehicles and property involved in accidents.	2.75	989	1.48	61.5	2.19	277	0.71	7.3	88.0%	12.0%
77	Inform driver of towed or impounded vehicle's location.	3.43	988	1.35	83.8	2.16	278	0.71	6.1	96.7%	3.3%
258	Review accident with insurance investigators.	1.44	988	0.72	9.4	2.10	278	0.76	4.7	76.8%	23.2%
407	Issue parking violations (meters, handicap, do not park zones).	2.24	989	1.29	43.0	2.05	276	0.64	4.0	94.3%	5.7%
272	Monitor tow vehicle operator's compliance with regulations.	1.63	989	1.01	16.2	2.05	277	0.74	3.8	76.1%	23.9%
90	Monitor the compliance of taxicabs with regulations.	1.30	989	0.73	5.6	1.59	278	0.71	0.2	67.7%	32.3%

3. Maintain Knowledge of the Law

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
404	Use deadly force.	1.17	989	0.53	1.4	4.52	276	0.82	100.0	89.9%	10.1%
267	Discharge weapon at a person.	1.15	988	0.47	0.9	4.48	278	0.87	99.8	90.8%	9.2%
353	Protect handgun while it is being attacked whether in or out of holster.	2.14	987	1.38	39.0	4.41	274	0.87	99.1	89.6%	10.4%
358	Draw weapon in line of duty.	2.43	989	0.93	49.5	4.32	276	0.82	98.8	90.8%	9.2%
116	Respond to "man with gun" calls.	2.82	988	1.13	65.0	4.31	278	0.89	98.6	90.8%	9.2%
310	Disarm suspects.	2.32	988	0.99	45.8	4.28	276	0.92	98.4	84.9%	15.1%
276	Adhere to departmental policies relative to high speed chases.	3.98	987	1.38	93.7	3.97	278	1.03	96.5	86.9%	13.1%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	2.03	988	1.26	34.7	3.92	276	1.05	96.0	39.6%	60.4%
394	Search arrested suspects.	3.94	989	1.18	92.7	3.90	277	1.00	95.5	95.5%	4.5%
84	Participate in firearms training.	2.52	989	0.62	52.8	3.90	277	1.03	95.3	89.0%	11.0%
397	Use a baton retention technique when baton is grabbed by suspect.	1.52	988	0.82	11.7	3.76	277	1.05	93.7	88.4%	11.6%
39	Pursue fleeing suspect on foot after losing visual contact.	2.24	988	1.02	43.2	3.74	278	1.19	93.2	91.5%	8.5%
147	Conduct frisk or patdown.	4.05	987	1.12	95.3	3.73	278	0.98	93.0	94.5%	5.5%
396	Strike resistive suspect with officer's hands or feet (personal weapons).	1.96	989	0.79	30.3	3.57	277	1.01	90.6	88.1%	11.9%
269	Break up fights involving two or more people.	2.54	989	0.98	53.8	3.53	278	0.96	89.4	95.2%	4.8%
395	Use pressure point control on resistive suspect.	2.23	989	0.96	42.3	3.48	277	0.97	88.0	87.0%	13.0%
270	Use baton to subdue suspects.	1.56	988	0.69	13.1	3.47	277	1.02	87.3	87.3%	12.7%
177	Physically restrain crowds.	1.62	988	0.72	15.5	3.46	278	1.07	87.1	62.9%	37.1%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	2.16	986	1.42	40.4	3.45	277	1.06	86.6	31.3%	68.7%
137	Detect and stop DUI suspects.	2.78	988	1.17	62.7	3.41	278	0.89	84.5	80.1%	19.9%
176	Forcibly enter residence (kick or force door, etc.).	1.91	988	0.77	27.2	3.39	278	1.12	83.8	69.9%	30.1%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	1.49	988	0.70	10.6	3.39	277	1.13	83.6	71.5%	28.5%
196	Inspect patrol vehicle for weapons or contraband.	4.20	988	1.29	96.9	3.37	277	1.12	83.3	95.6%	4.4%
401	Establish probable cause.	4.24	989	1.17	97.7	3.36	277	0.93	81.9	97.4%	2.6%
324	Arrest persons without a warrant.	3.40	989	1.28	82.9	3.35	276	0.95	81.5	94.5%	5.5%
180	Use (OC) Pepper Gas to subdue suspects.	1.85	988	0.78	24.9	3.31	277	0.90	80.0	82.7%	17.3%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
399	Take adult victim of abuse or neglect into emergency protective custody.	1.62	988	0.73	16.0	3.28	276	0.95	78.2	85.2%	14.8%
57	Participate in strategy/planning for arrests.	2.70	989	1.11	59.6	3.25	277	0.94	76.5	64.3%	35.7%
386	Initiate arrest subsequent to a court order (restraining order).	2.08	989	0.98	36.9	3.22	276	0.99	75.6	94.0%	6.0%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.).	3.30	988	1.24	80.5	3.17	277	1.02	73.0	92.5%	7.5%
250	Conduct investigation from start to finish.	2.84	989	1.38	66.9	3.15	278	0.92	72.5	41.3%	58.7%
192	Maintain adequate level of emergency supplies and equipment in police car.	4.32	987	1.06	98.6	3.13	278	0.98	71.4	90.8%	9.2%
55	Request bystanders to assist in an apprehension.	1.23	989	0.52	3.3	3.12	277	1.41	70.4	89.3%	10.7%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
133	Apprehend juvenile.	2.86	989	1.10	67.4	3.00	278	0.92	64.3	95.6%	4.4%
210	Investigate unusual odors or sounds.	3.03	989	1.20	73.0	2.97	278	0.99	62.7	83.0%	17.0%
32	Read court papers to determine proper action.	2.64	988	1.11	58.0	2.97	277	0.87	62.4	84.0%	16.0%
146	Take into custody person detained by a citizen.	2.00	987	1.01	33.6	2.95	278	0.91	60.3	92.6%	7.4%
13	Identify suspected drug samples.	2.71	986	1.23	60.3	2.94	278	0.87	59.9	44.7%	55.3%
325	Make arrest for traffic charge.	3.13	988	1.30	74.9	2.93	276	0.94	58.9	95.9%	4.1%
416	Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).	2.33	989	0.88	46.0	2.92	277	0.99	58.5	95.1%	4.9%
14	Review recent court ruling.	2.60	988	0.83	55.6	2.88	276	0.87	56.6	72.6%	27.4%
126	Detain persons not under arrest.	3.24	989	1.21	79.1	2.86	278	0.95	54.7	94.9%	5.1%
157	Conduct surveillance of individuals.	2.61	989	1.28	55.9	2.85	278	0.82	54.0	43.0%	57.0%
420	Climb over 4 foot chain link fence to pursue a suspect.	1.97	988	0.85	30.5	2.80	277	0.98	49.1	95.5%	4.5%
168	Test operating condition of vehicle.	2.62	988	1.74	56.3	2.79	278	1.02	48.6	78.1%	21.9%
25	Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.	4.04	988	1.42	94.4	2.79	278	0.88	48.4	94.5%	5.5%
169	Test operating condition of vehicle that has been involved in an accident.	1.55	988	1.02	12.7	2.79	277	1.06	47.7	55.8%	44.2%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.70	984	1.54	59.9	2.79	276	0.90	47.4	60.2%	39.8%
415	Pursue a suspect over trenches and small ditches.	2.24	989	0.90	42.5	2.78	277	0.96	47.2	95.5%	4.5%
195	Fight various types of fires (grass, forest, vehicle, house, etc.).	1.49	987	0.78	11.0	2.77	277	1.33	46.0	48.5%	51.5%
426	Pursue suspect over uneven terrain.	2.35	977	0.93	47.2	2.77	272	0.96	45.8	94.7%	5.3%
164	Identify probable causes of traffic accidents.	2.80	986	1.58	63.6	2.74	278	0.84	42.5	75.7%	24.3%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
414	Change direction quickly pursuing a subject.	2.36	989	0.95	48.1	2.72	277	0.94	39.7	97.4%	2.6%
374	Secure and protect valuable items (voting boxes, money, etc.).	1.95	988	1.13	30.0	2.71	276	0.90	39.0	86.1%	13.9%
246	Determine whether incidents are criminal or civil in nature.	3.88	989	1.38	91.8	2.67	278	0.80	37.1	93.7%	6.3%
273	Deal with incidents involving shoplifting.	2.76	989	1.22	62.0	2.54	278	0.75	27.5	96.7%	3.3%
135	Handle complaints involving juveniles informally.	2.73	989	1.28	61.0	2.51	276	0.78	25.8	87.0%	13.0%
299	Impound property.	2.65	987	1.09	58.5	2.43	277	0.75	21.8	92.5%	7.5%
166	Follow-up extent of personal injuries resulting from traffic accidents.	2.13	988	1.31	38.5	2.42	278	0.83	21.1	82.2%	17.8%
162	Estimate value of stolen or recovered goods.	3.40	988	1.40	83.1	2.20	278	0.74	8.2	87.0%	13.0%
363	Enforce litter laws.	2.87	988	1.42	67.6	2.17	276	0.66	6.6	92.9%	7.1%
301	Issue warning tickets.	2.90	988	1.68	68.5	2.06	276	0.66	4.2	95.5%	4.5%

4. Operate a Motor Vehicle

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
98	Conduct high speed pursuit in congested and open areas.	1.93	987	0.80	29.1	4.14	277	1.14	98.1	74.1%	25.9%
8	Respond to crimes in progress.	3.97	988	1.25	93.2	4.14	278	0.73	97.7	92.7%	7.3%
276	Adhere to departmental policies relative to high speed chases.	3.98	987	1.38	93.7	3.97	278	1.03	96.5	86.9%	13.1%
52	Engage in Emergency Vehicle Response in congested and open areas.	3.01	989	1.21	71.8	3.91	277	1.13	95.8	82.0%	18.0%
285	Respond as back-up.	4.21	987	1.21	97.2	3.53	278	0.98	89.2	95.9%	4.1%
124	Escort hazardous materials.	1.18	987	0.53	1.6	3.51	277	1.17	89.0	50.2%	49.8%
323	Operate vehicle on snow or ice covered roads.	1.90	989	0.65	26.5	3.43	275	1.12	85.2	84.1%	15.9%
1	Check condition and status of patrol vehicle and equipment.	4.60	989	0.75	99.8	3.40	277	1.04	84.3	97.4%	2.6%
107	Respond to prowler calls.	3.00	989	1.33	71.6	3.31	278	0.91	80.3	96.3%	3.7%
233	Operate vehicle in rain.	3.66	988	0.80	88.7	3.22	278	1.05	75.4	95.2%	4.8%
205	Transport prisoners other than to jail.	2.30	988	1.07	44.6	3.20	278	1.08	74.9	87.8%	12.2%
49	Transport injured persons.	1.54	988	0.71	12.0	3.19	273	1.23	74.6	75.7%	24.3%
192	Maintain adequate level of emergency supplies and equipment in police car.	4.32	987	1.06	98.6	3.13	278	0.98	71.4	90.8%	9.2%
289	Make vehicle stop to effect misdemeanor arrest.	3.45	988	1.39	84.0	3.11	277	0.90	69.7	95.9%	4.1%
26	Participate in traffic patrol tactics.	3.47	988	1.53	84.7	2.92	278	0.89	58.2	81.7%	18.3%
157	Conduct surveillance of individuals.	2.61	989	1.28	55.9	2.85	278	0.82	54.0	43.0%	57.0%
378	Drive on skid pad.	1.67	988	0.60	17.6	2.83	277	1.04	52.1	90.0%	10.0%
168	Test operating condition of vehicle.	2.62	988	1.74	56.3	2.79	278	1.02	48.6	78.1%	21.9%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
169	Test operating condition of vehicle that has been involved in an accident.	1.55	988	1.02	12.7	2.79	277	1.06	47.7	55.8%	44.2%
104	Patrol highways.	3.70	987	1.64	89.2	2.63	277	0.87	35.0	95.9%	4.1%
278	Develop familiarity with structure of community or neighborhood.	3.80	988	1.42	90.6	2.61	277	0.83	32.6	84.8%	15.2%
211	Transport property or evidence.	3.21	989	1.24	77.7	2.59	278	0.77	31.0	91.9%	8.1%
189	Obtain and present suspect's criminal record for bond hearing.	2.55	986	1.34	54.7	2.57	278	0.84	29.1	88.1%	11.9%
2	Provide escort for merchants' bank deposits.	2.34	987	1.43	46.7	2.53	276	0.97	26.5	93.7%	6.3%
24	Inspect vehicles for compliance with vehicle code.	2.63	988	1.62	57.0	2.38	278	0.90	18.8	81.0%	19.0%
143	Escort processions (parades).	1.93	989	0.99	28.9	2.13	278	0.90	5.4	91.0%	9.0%
214	Sit continuously for more than half a shift.	2.69	989	1.40	59.4	1.95	278	0.99	1.9	92.7%	7.3%
298	Transport animals.	1.47	985	0.80	10.1	1.76	278	0.90	0.5	84.2%	15.8%

5. Communicate with Radio

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
267	Discharge weapon at a person.	1.15	988	0.47	0.9	4.48	278	0.87	99.8	90.8%	9.2%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	2.16	986	1.42	40.4	3.45	277	1.06	86.6	31.3%	68.7%
179	Use restraining devices (handcuffs, chains, etc.).	4.13	986	1.05	95.8	3.44	278	1.01	86.2	96.0%	4.0%
7	Maintain updated information concerning wanted persons, vehicles, etc.	3.57	989	1.44	86.6	3.30	278	1.00	79.3	81.3%	18.7%
236	Transport prisoners.	3.48	987	1.29	85.2	3.26	278	1.01	77.2	95.9%	4.1%
205	Transport prisoners other than to jail.	2.30	988	1.07	44.6	3.20	278	1.08	74.9	87.8%	12.2%
20	Give descriptions to other officers.	4.17	987	1.06	96.7	3.19	278	0.92	74.4	96.3%	3.7%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.).	3.30	988	1.24	80.5	3.17	277	1.02	73.0	92.5%	7.5%
148	Determine need for specialized assistance at crime scene.	2.93	987	1.28	69.7	3.14	278	0.90	72.3	68.9%	31.1%
192	Maintain adequate level of emergency supplies and equipment in police car.	4.32	987	1.06	98.6	3.13	278	0.98	71.4	90.8%	9.2%
220	Request for verification of warrants before service.	3.28	989	1.37	80.3	3.04	278	0.92	66.2	94.1%	5.9%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
103	Identify stolen or wanted vehicles.	2.91	987	1.17	68.8	2.95	278	0.82	60.8	93.0%	7.0%
199	Operate radio in patrol car.	4.70	987	0.89	100.0	2.94	277	0.96	59.6	94.8%	5.2%
110	Request NCIC check on suspect, weapon, property, etc.	4.17	989	1.12	96.2	2.91	278	0.92	58.0	92.3%	7.7%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
119	Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.	2.13	989	1.22	38.0	2.75	278	0.93	43.9	73.0%	27.0%
381	Understand when to properly use the NCIC System.	3.94	986	1.34	93.0	2.73	277	0.84	41.5	77.2%	22.8%
140	Update dispatch records of officers on calls.	1.74	989	1.30	20.2	2.59	278	1.05	31.7	73.8%	26.2%
10	Serve as switchboard operator and/or dispatcher at headquarters.	1.30	989	0.72	5.4	2.58	277	1.21	30.8	58.7%	41.3%
355	Monitor central alarm board in police department.	1.21	989	0.67	2.3	2.50	275	1.01	24.9	76.1%	23.9%
287	Request driver's license (D.L.) check with computer.	4.00	987	1.44	93.9	2.46	278	0.77	22.5	91.8%	8.2%
259	Determine status of auto insurance.	3.21	989	1.50	77.2	2.33	278	0.69	16.2	96.7%	3.3%
170	Verify vehicle title information.	3.30	988	1.45	80.8	2.25	278	0.70	10.6	90.7%	9.3%
108	Operate teletype.	1.23	989	0.73	2.8	2.09	277	0.96	4.5	36.6%	63.4%

6. Gather Information

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
17	Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.	1.84	989	0.79	24.2	3.55	278	0.86	89.9	35.2%	64.8%
367	Interview child sexual assault victims.	1.74	989	0.78	20.4	3.48	277	0.90	87.6	25.1%	74.9%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	2.16	986	1.42	40.4	3.45	277	1.06	86.6	31.3%	68.7%
179	Use restraining devices (handcuffs, chains, etc.).	4.13	986	1.05	95.8	3.44	278	1.01	86.2	96.0%	4.0%
155	Secure and protect crime scene before, during and after processing.	2.73	989	1.14	61.3	3.41	278	0.93	84.7	84.6%	15.4%
262	Investigate police applicant's background.	1.12	989	0.44	0.7	3.36	275	1.07	82.6	30.2%	69.8%
366	Interview adult sexual assault victims.	1.86	988	0.83	25.1	3.36	276	0.88	82.4	30.5%	69.5%
384	Conduct on-scene assessment of potential physical abuse of children.	2.19	987	0.98	40.8	3.32	277	0.94	80.8	68.4%	31.6%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
96	Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.	1.72	989	0.77	19.7	3.30	277	0.89	79.8	45.8%	54.2%
4	Question suspicious persons.	4.38	985	1.00	98.8	3.29	277	0.91	78.9	92.2%	7.8%
291	Interview child victims of crimes.	2.19	987	1.00	41.1	3.27	277	0.93	77.9	38.3%	61.7%
283	Identify wanted suspects.	3.21	988	1.22	77.5	3.26	277	0.85	77.5	94.4%	5.6%
121	Obtain personal evidence (handwriting, blood, hair, etc.) from persons.	1.76	987	1.00	20.9	3.24	278	0.89	76.3	26.6%	73.4%
288	Investigate criminal activities involving drugs.	3.57	987	1.35	86.4	3.18	278	0.84	73.9	66.9%	33.1%
252	Document statements or confessions from witnesses or suspects.	3.42	989	1.22	83.6	3.18	278	0.89	73.7	73.7%	26.3%
111	Conduct initial investigation of crime.	3.93	989	1.38	92.5	3.17	278	0.87	73.2	85.7%	14.3%
250	Conduct investigation from start to finish.	2.84	989	1.38	66.9	3.15	278	0.92	72.5	41.3%	58.7%
148	Determine need for specialized assistance at crime scene.	2.93	987	1.28	69.7	3.14	278	0.90	72.3	68.9%	31.1%
251	Interview or interrogate suspects.	3.39	989	1.32	82.2	3.11	278	0.87	69.5	48.3%	51.7%
66	Conduct on-the-scene suspect identification (show-up, one-on-one).	3.04	987	1.32	73.5	3.10	278	0.93	69.0	85.7%	14.3%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
331	Photograph crime scenes.	2.19	989	1.19	41.3	3.10	275	0.90	68.5	28.1%	71.9%
242	Examine evidence and personal property from crime scenes.	2.47	989	1.25	51.2	3.09	278	0.85	68.1	43.5%	56.5%
150	Search vehicles for contraband.	3.66	987	1.20	88.5	3.08	277	0.82	67.6	91.5%	8.5%
343	Verify identity of deceased.	1.67	988	0.76	17.1	3.06	276	0.96	66.7	58.2%	41.8%
99	Administer roadside sobriety test.	2.46	985	1.04	50.9	3.05	276	0.87	66.4	79.6%	20.4%
239	Obtain search warrants.	1.88	989	0.90	26.1	3.03	278	0.83	65.5	73.0%	27.0%
34	Investigate injuries to prisoners.	1.39	989	0.77	8.0	3.01	277	0.96	64.8	51.1%	48.9%
69	Verify reliability and credibility of witnesses.	2.96	989	1.30	70.9	2.99	278	0.85	64.1	62.0%	38.0%
382	Identify evidence at a hate crime.	1.80	987	0.92	23.0	2.99	276	0.89	63.8	54.1%	45.9%
277	Attempt to verify the true identity of prisoner prior to booking.	3.52	988	1.39	85.9	2.98	278	0.88	63.6	88.2%	11.8%
210	Investigate unusual odors or sounds.	3.03	989	1.20	73.0	2.97	278	0.99	62.7	83.0%	17.0%
156	Analyze and compare crimes for similarity of modus operandi (M.O.).	2.08	989	1.15	36.4	2.96	278	0.82	61.3	29.7%	70.3%
160	Interview complainants, witnesses, etc.	4.05	989	1.22	94.8	2.95	278	0.82	61.0	91.9%	8.1%
103	Identify stolen or wanted vehicles.	2.91	987	1.17	68.8	2.95	278	0.82	60.8	93.0%	7.0%
92	Participate in vice calls involving gambling, illegal liquor or prostitutes.	1.66	989	0.91	16.9	2.95	277	0.95	60.6	40.7%	59.3%
13	Identify suspected drug samples.	2.71	986	1.23	60.3	2.94	278	0.87	59.9	44.7%	55.3%
206	Conduct follow-up investigation of crime.	3.18	989	1.27	76.3	2.93	278	0.83	59.2	60.1%	39.9%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
110	Request NCIC check on suspect, weapon, property, etc.	4.17	989	1.12	96.2	2.91	278	0.92	58.0	92.3%	7.7%
335	Gather intelligence on suspected criminals.	2.85	989	1.33	67.1	2.89	276	0.80	57.3	54.6%	45.4%
370	Investigate hit and run accident.	2.24	988	1.23	42.7	2.89	277	0.85	57.0	77.6%	22.4%
290	Attend in-service training.	2.77	989	0.67	62.4	2.87	278	0.96	56.1	77.8%	22.2%
67	Establish modus operandi (M.O.) of a suspect.	2.54	986	1.27	54.0	2.86	278	0.81	55.4	45.0%	55.0%
95	Check security of property in your assigned area.	4.03	989	1.47	94.1	2.86	278	0.88	55.2	92.6%	7.4%
70	Talk with informants.	2.64	988	1.27	57.7	2.86	278	0.82	54.9	54.8%	45.2%
329	Obtain arrest warrants.	2.92	989	1.13	69.0	2.86	276	0.86	54.2	92.6%	7.4%
80	Update records of warrants served.	1.98	986	1.26	30.8	2.83	277	1.02	51.9	70.9%	29.1%
337	Conduct photo line-ups.	1.61	989	0.86	15.0	2.82	276	0.84	50.2	49.3%	50.7%
338	Review laboratory reports as an aid to investigation.	1.93	987	1.00	28.4	2.82	276	0.84	49.8	42.3%	57.7%
169	Test operating condition of vehicle that has been involved in an accident.	1.55	988	1.02	12.7	2.79	277	1.06	47.7	55.8%	44.2%
240	Make preliminary identification of victim.	2.53	986	1.31	53.1	2.78	277	0.82	46.7	88.1%	11.9%
336	Determine whether recovered property is linked to prior crimes.	2.30	988	1.13	44.8	2.78	276	0.73	46.5	52.8%	47.2%
340	Make use of polygraph in investigation.	1.29	989	0.62	4.0	2.77	275	0.83	45.5	35.7%	64.3%
71	Interview medical personnel to obtain information concerning an incident.	2.25	989	1.00	43.7	2.74	278	0.83	42.7	67.9%	32.1%
164	Identify probable causes of traffic accidents.	2.80	986	1.58	63.6	2.74	278	0.84	42.5	75.7%	24.3%
387	Conduct an investigation at a public/private school.	1.99	989	1.03	31.7	2.74	277	0.79	42.0	65.0%	35.0%
158	Recruit informants.	2.07	988	1.20	35.9	2.73	278	0.91	41.8	42.9%	57.1%
73	Interview drivers of vehicles involved in accident.	2.94	988	1.43	70.0	2.72	278	0.83	40.4	90.7%	9.3%
349	Protect traffic accident physical evidence for collection.	2.15	988	1.21	39.7	2.71	275	0.79	38.7	75.7%	24.3%
247	Aid in investigations and exchange information with other law enforcement agencies.	3.17	989	1.23	75.8	2.69	278	0.78	38.0	84.6%	15.4%
97	Check validity of operator's license and vehicle registration.	4.22	987	1.23	97.4	2.69	277	0.77	37.8	95.9%	4.1%
246	Determine whether incidents are criminal or civil in nature.	3.88	989	1.38	91.8	2.67	278	0.80	37.1	93.7%	6.3%
127	Secure vehicles after arrests and/or accidents.	3.53	989	1.25	86.2	2.67	278	0.80	36.9	94.8%	5.2%
249	Trace stolen goods.	2.06	988	1.05	35.7	2.65	277	0.76	36.4	52.2%	47.8%
29	Respond to an incident involving counterfeit money, check fraud and/or forgery.	2.67	989	1.15	58.9	2.62	278	0.79	34.7	61.8%	38.2%
68	Review records and pictures of suspects.	3.26	989	1.27	79.6	2.62	278	0.80	34.0	73.8%	26.2%
129	Investigate trespassing call.	3.35	988	1.34	81.7	2.62	277	0.82	33.8	98.1%	1.9%
274	Interview elderly victims.	2.49	989	1.09	51.4	2.60	278	0.76	32.4	80.7%	19.3%
159	Talk with families of suspects.	2.78	988	1.17	62.9	2.59	277	0.80	31.5	78.3%	21.7%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
271	Write follow-up reports on original incident.	2.97	988	1.18	71.1	2.58	278	0.72	29.8	93.7%	6.3%
347	Investigate accident to identify point of impact.	2.61	988	1.51	56.1	2.57	275	0.78	29.3	73.0%	27.0%
369	Confer with school officials on matters pertaining to juveniles.	2.10	989	1.07	37.1	2.56	277	0.77	28.9	81.3%	18.7%
256	Take statements from witnesses or victims of accident.	2.51	989	1.35	52.3	2.56	277	0.75	28.6	95.6%	4.4%
330	Attempt to locate witnesses of crime by knocking on doors, etc.	2.62	987	1.19	56.6	2.55	276	0.76	27.9	91.0%	9.0%
122	Investigate damage to roadway.	1.94	989	1.12	29.8	2.47	277	0.92	23.9	82.2%	17.8%
161	Confer with probation officer during investigation of suspect.	2.01	989	1.04	34.0	2.47	277	0.81	23.9	77.1%	22.9%
166	Follow-up extent of personal injuries resulting from traffic accidents.	2.13	988	1.31	38.5	2.42	278	0.83	21.1	82.2%	17.8%
200	Handle records at headquarters.	2.53	987	1.56	53.3	2.41	276	0.90	20.4	68.4%	31.6%
102	Establish field contacts with citizens in patrol area.	3.49	989	1.37	85.7	2.41	278	0.76	20.0	93.0%	7.0%
44	Obtain medical exam for DUI suspect.	1.41	989	0.59	8.2	2.41	276	0.97	19.7	71.3%	28.7%
311	Inspect vehicles for fresh damage.	2.92	988	1.36	69.2	2.37	275	0.71	18.3	90.6%	9.4%
309	Locate persons using information from utility companies, schools, etc.	2.28	986	1.07	44.1	2.34	275	0.76	17.4	69.3%	30.7%
89	Fill out field interrogation card.	2.35	989	1.32	47.7	2.34	277	0.76	16.9	93.7%	6.3%
314	Investigate alcoholic beverage regulations violations.	2.16	986	1.16	40.1	2.33	274	0.70	16.7	59.6%	40.4%
259	Determine status of auto insurance.	3.21	989	1.50	77.2	2.33	278	0.69	16.2	96.7%	3.3%
318	Talk with families of juveniles.	2.81	988	1.19	64.3	2.33	276	0.65	16.0	86.1%	13.9%
307	Locate owners of recovered property.	2.46	986	1.03	50.7	2.32	276	0.68	15.5	90.0%	10.0%
223	Confer with investigator assigned to juvenile operations.	2.12	987	1.10	37.6	2.31	278	0.72	14.1	85.8%	14.2%
170	Verify vehicle title information.	3.30	988	1.45	80.8	2.25	278	0.70	10.6	90.7%	9.3%
94	Respond to complaints of voting irregularities at polling places.	1.08	989	0.37	0.5	2.24	276	0.90	9.9	54.0%	46.0%
101	Check establishments that sell alcohol beverages while on patrol.	2.56	989	1.49	55.4	2.20	278	0.70	8.0	75.2%	24.8%
317	Confer with juvenile counselor.	1.86	988	0.93	25.4	2.19	275	0.64	7.5	83.1%	16.9%
77	Inform driver of towed or impounded vehicle's location.	3.43	988	1.35	83.8	2.16	278	0.71	6.1	96.7%	3.3%
244	Witness autopsies.	1.29	989	0.59	4.7	2.12	278	0.84	5.2	48.3%	51.7%

7. Pursue Fleeing Suspects

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
98	Conduct high speed pursuit in congested and open areas.	1.93	987	0.80	29.1	4.14	277	1.14	98.1	74.1%	25.9%
398	Control a suspect while both of you are on the ground.	2.00	988	0.90	32.9	4.06	276	0.97	97.2	88.4%	11.6%
52	Engage in Emergency Vehicle Response in congested and open areas.	3.01	989	1.21	71.8	3.91	277	1.13	95.8	82.0%	18.0%
342	Control a struggling suspect/prisoner.	2.81	987	1.03	63.8	3.79	276	1.00	94.1	91.5%	8.5%
178	Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.	1.43	988	0.68	8.9	3.79	278	1.04	93.9	80.9%	19.1%
39	Pursue fleeing suspect on foot after losing visual contact.	2.24	988	1.02	43.2	3.74	278	1.19	93.2	91.5%	8.5%
215	Establish barrier or roadblock using patrol vehicle to capture suspect.	1.59	988	0.79	14.1	3.72	277	1.16	92.7	72.4%	27.6%
292	Search inside business or residence for suspect.	2.95	987	1.13	70.4	3.67	278	0.98	92.3	92.6%	7.4%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	1.49	988	0.70	10.6	3.39	277	1.13	83.6	71.5%	28.5%
268	Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.	1.77	988	0.80	21.4	3.34	278	1.07	81.2	91.8%	8.2%
149	Track persons from crime scene.	2.37	987	1.04	48.4	3.28	277	0.88	78.4	46.7%	53.3%
61	Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).	1.92	989	0.84	28.2	3.19	278	1.07	74.2	87.9%	12.1%
85	Participate in physical training.	3.18	989	1.25	76.1	3.13	277	0.99	71.1	94.4%	5.6%
28	Conduct a non-swimming rescue (rope, pole, floatation device).	1.20	989	0.49	2.1	3.12	278	1.25	70.2	74.3%	25.7%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
416	Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).	2.33	989	0.88	46.0	2.92	277	0.99	58.5	95.1%	4.9%
266	Climb over chain link fence to pursue a suspect.	2.13	988	0.93	38.7	2.87	278	1.02	56.3	95.9%	4.1%
425	Participate in physical training.	3.31	988	1.23	81.0	2.87	276	0.90	55.9	94.0%	6.0%
230	Pursue suspect by jumping over low obstacles.	2.41	987	1.00	49.3	2.85	278	0.96	53.8	96.0%	4.0%
152	Climb over a solid wall to pursue a suspect.	1.98	985	0.86	31.0	2.84	278	1.08	53.1	95.6%	4.4%
421	Pursue suspect up and down 2 flights of stairs.	1.62	988	0.79	15.7	2.83	277	0.97	52.8	95.9%	4.1%
423	Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.	1.91	987	0.86	27.7	2.83	277	0.95	51.4	95.9%	4.1%
418	Climb through openings/crawl spaces, etc.	1.84	989	0.73	24.4	2.83	277	1.02	51.2	93.6%	6.4%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
413	Crawl under a fence or gate to assist a victim.	1.70	987	0.73	18.3	2.82	277	0.93	50.0	98.1%	1.9%
420	Climb over 4 foot chain link fence to pursue a suspect.	1.97	988	0.85	30.5	2.80	277	0.98	49.1	95.5%	4.5%
412	Run at least 250 yards to catch fleeing suspect.	2.07	988	0.80	36.2	2.80	276	1.01	48.8	95.5%	4.5%
415	Pursue a suspect over trenches and small ditches.	2.24	989	0.90	42.5	2.78	277	0.96	47.2	95.5%	4.5%
426	Pursue suspect over uneven terrain.	2.35	977	0.93	47.2	2.77	272	0.96	45.8	94.7%	5.3%
422	Pursue suspect by jumping over low obstacles.	2.15	988	0.87	39.9	2.77	277	0.95	45.1	97.0%	3.0%
377	Use flashlight as a security tool.	3.36	989	1.43	81.9	2.75	277	0.95	43.7	97.4%	2.6%
414	Change direction quickly pursuing a subject.	2.36	989	0.95	48.1	2.72	277	0.94	39.7	97.4%	2.6%
305	Push stalled vehicle out of traffic lane.	2.83	987	1.11	66.0	2.49	276	0.98	24.6	95.9%	4.1%

8. Use Firearms

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
404	Use deadly force.	1.17	989	0.53	1.4	4.52	276	0.82	100.0	89.9%	10.1%
267	Discharge weapon at a person.	1.15	988	0.47	0.9	4.48	278	0.87	99.8	90.8%	9.2%
358	Draw weapon in line of duty.	2.43	989	0.93	49.5	4.32	276	0.82	98.8	90.8%	9.2%
84	Participate in firearms training.	2.52	989	0.62	52.8	3.90	277	1.03	95.3	89.0%	11.0%
375	Qualify with department issued firearms.	2.36	984	0.65	47.9	3.75	277	1.00	93.4	90.7%	9.3%
190	Maintain knowledge of departmental policies related to use of firearms.	4.16	986	1.08	96.0	3.67	277	1.03	92.5	89.5%	10.5%
359	Qualify with authorized (personal "off-duty") firearms.	1.87	987	0.82	25.6	3.60	276	1.10	91.1	79.6%	20.4%
376	Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.	3.09	987	0.75	74.4	3.51	277	1.09	88.7	92.6%	7.4%
218	Check weapons in and out of detention facility.	2.83	988	1.64	65.7	3.40	277	1.14	84.0	93.4%	6.6%
174	Destroy injured or rabid animals.	1.43	988	0.68	8.7	2.76	278	1.07	44.4	77.4%	22.6%
281	Refer gun permit inquiries to appropriate authorities.	2.30	987	1.24	44.4	2.31	278	0.82	15.3	85.3%	14.7%

9. Conduct Searches

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
16	Respond to a hostage situation.	1.57	989	0.59	13.6	4.44	278	0.73	99.3	39.9%	60.1%
394	Search arrested suspects.	3.94	989	1.18	92.7	3.90	277	1.00	95.5	95.5%	4.5%
147	Conduct frisk or patdown.	4.05	987	1.12	95.3	3.73	278	0.98	93.0	94.5%	5.5%
292	Search inside business or residence for suspect.	2.95	987	1.13	70.4	3.67	278	0.98	92.3	92.6%	7.4%
58	Search crime scenes for evidence.	3.15	988	1.22	75.1	3.63	278	0.88	91.8	53.1%	46.9%
86	Subdue suspect using grips or holds.	2.79	986	1.08	63.1	3.56	278	0.97	90.4	91.6%	8.4%
59	Search for lost, missing, or wanted persons.	3.32	987	1.22	81.2	3.53	278	0.91	89.7	82.7%	17.3%
395	Use pressure point control on resistive suspect.	2.23	989	0.96	42.3	3.48	277	0.97	88.0	87.0%	13.0%
176	Forcibly enter residence (kick or force door, etc.).	1.91	988	0.77	27.2	3.39	278	1.12	83.8	69.9%	30.1%
196	Inspect patrol vehicle for weapons or contraband.	4.20	988	1.29	96.9	3.37	277	1.12	83.3	95.6%	4.4%
151	Collect and preserve evidence and personal property from crime scenes.	3.13	988	1.23	74.6	3.37	278	0.92	83.1	59.0%	41.0%
237	Conduct warrantless search.	2.84	988	1.29	66.2	3.36	278	0.92	82.9	91.2%	8.8%
327	Search incident to arrest.	3.73	988	1.25	89.9	3.34	276	1.03	81.0	93.0%	7.0%
217	Detain mentally ill person without court order.	1.60	988	0.80	14.6	3.30	277	1.04	79.6	86.0%	14.0%
228	Provide courtroom security.	1.91	988	1.01	27.5	3.29	278	1.04	79.1	70.5%	29.5%
4	Question suspicious persons.	4.38	985	1.00	98.8	3.29	277	0.91	78.9	92.2%	7.8%
219	Search with a court issued search warrant.	2.18	987	0.89	40.6	3.28	278	0.83	78.6	83.3%	16.7%
236	Transport prisoners.	3.48	987	1.29	85.2	3.26	278	1.01	77.2	95.9%	4.1%
333	Search crime scenes for physical evidence.	3.01	988	1.26	72.1	3.23	276	0.88	76.1	53.7%	46.3%
3	Investigate/Observe suspicious vehicles.	4.46	988	0.99	99.3	3.17	277	0.88	73.0	92.6%	7.4%
250	Conduct investigation from start to finish.	2.84	989	1.38	66.9	3.15	278	0.92	72.5	41.3%	58.7%
197	Investigate suspicious activity.	4.32	988	1.13	98.4	3.11	277	0.92	70.0	94.1%	5.9%
66	Conduct on-the-scene suspect identification (show-up, one-on-one).	3.04	987	1.32	73.5	3.10	278	0.93	69.0	85.7%	14.3%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
344	Search dead bodies for evidence.	1.46	988	0.70	9.9	3.10	276	0.95	68.3	41.6%	58.4%
150	Search vehicles for contraband.	3.66	987	1.20	88.5	3.08	277	0.82	67.6	91.5%	8.5%
300	Evaluate driver's capability to operate vehicle.	3.21	988	1.44	77.9	3.07	278	0.96	66.9	87.0%	13.0%
6	Participate in large scale searches.	2.26	989	0.77	43.9	2.96	278	0.95	61.5	62.7%	37.3%
110	Request NCIC check on suspect, weapon, property, etc.	4.17	989	1.12	96.2	2.91	278	0.92	58.0	92.3%	7.7%
95	Check security of property in your assigned area.	4.03	989	1.47	94.1	2.86	278	0.88	55.2	92.6%	7.4%
400	Search vehicle under authority of a warrant.	1.79	988	0.90	22.1	2.84	276	0.78	53.5	89.1%	10.9%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
62	Search victims for personal property/identification.	2.72	989	1.33	60.8	2.83	278	1.01	52.6	92.6%	7.4%
361	Inventory contents of suspect's vehicle.	3.27	988	1.25	80.0	2.75	276	0.81	43.2	95.9%	4.1%
350	Search accident scenes for physical evidence.	2.35	988	1.32	47.4	2.69	274	0.81	38.3	73.1%	26.9%
120	Secure house or business.	3.08	988	1.31	74.2	2.68	277	0.87	37.6	91.9%	8.1%
261	Inventory impounded vehicles.	2.67	989	1.40	58.7	2.62	276	0.78	33.6	92.9%	7.1%
201	Check drivers for proper license.	4.17	987	1.27	96.5	2.45	278	0.77	22.3	96.7%	3.3%
299	Impound property.	2.65	987	1.09	58.5	2.43	277	0.75	21.8	92.5%	7.5%
424	Stoop and/or bend to collect evidence.	3.24	988	1.19	78.9	2.41	276	0.88	20.2	96.2%	3.8%
311	Inspect vehicles for fresh damage.	2.92	988	1.36	69.2	2.37	275	0.71	18.3	90.6%	9.4%
94	Respond to complaints of voting irregularities at polling places.	1.08	989	0.37	0.5	2.24	276	0.90	9.9	54.0%	46.0%
101	Check establishments that sell alcohol beverages while on patrol.	2.56	989	1.49	55.4	2.20	278	0.70	8.0	75.2%	24.8%
93	Assist animal control officers.	2.08	988	0.96	36.6	2.19	278	0.86	7.0	79.7%	20.3%
31	Stand for more than eight hours.	2.00	989	0.95	33.1	1.99	278	1.01	2.3	94.3%	5.7%
5	Stand continuously for more than half a shift.	2.45	986	1.16	50.5	1.93	276	0.99	1.6	95.9%	4.1%

10. Conduct Surveillance

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
376	Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.	3.09	987	0.75	74.4	3.51	277	1.09	88.7	92.6%	7.4%
3	Investigate/Observe suspicious vehicles.	4.46	988	0.99	99.3	3.17	277	0.88	73.0	92.6%	7.4%
250	Conduct investigation from start to finish.	2.84	989	1.38	66.9	3.15	278	0.92	72.5	41.3%	58.7%
197	Investigate suspicious activity.	4.32	988	1.13	98.4	3.11	277	0.92	70.0	94.1%	5.9%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
239	Obtain search warrants.	1.88	989	0.90	26.1	3.03	278	0.83	65.5	73.0%	27.0%
335	Gather intelligence on suspected criminals.	2.85	989	1.33	67.1	2.89	276	0.80	57.3	54.6%	45.4%
157	Conduct surveillance of individuals.	2.61	989	1.28	55.9	2.85	278	0.82	54.0	43.0%	57.0%
25	Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.	4.04	988	1.42	94.4	2.79	278	0.88	48.4	94.5%	5.5%
18	Work in plainclothes on special assignment.	2.01	989	1.17	33.8	2.77	278	1.05	46.2	29.9%	70.1%
163	Conduct photographic surveillance.	1.56	988	0.94	13.4	2.71	278	0.84	39.2	29.0%	71.0%
326	Use video and/or audio recording equipment.	3.40	989	1.69	82.6	2.62	276	0.80	34.5	63.8%	36.2%
100	Operate radar.	2.95	988	1.80	70.2	2.52	277	0.82	26.1	41.8%	58.2%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
194	Use speedometer to clock speeders.	2.62	986	1.52	56.8	2.29	277	0.95	12.2	77.2%	22.8%

11. Perform Patrol Duties

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
9	Respond to high-risk crimes in progress.	3.24	987	1.26	78.6	4.46	278	0.67	99.5	79.8%	20.2%
16	Respond to a hostage situation.	1.57	989	0.59	13.6	4.44	278	0.73	99.3	39.9%	60.1%
358	Draw weapon in line of duty.	2.43	989	0.93	49.5	4.32	276	0.82	98.8	90.8%	9.2%
116	Respond to "man with gun" calls.	2.82	988	1.13	65.0	4.31	278	0.89	98.6	90.8%	9.2%
41	Evacuate persons from dangerous and/or life threatening situations.	2.04	988	0.84	35.0	4.14	278	0.95	97.9	77.9%	22.1%
8	Respond to crimes in progress.	3.97	988	1.25	93.2	4.14	278	0.73	97.7	92.7%	7.3%
115	Wear body armor on patrol.	4.56	988	1.04	99.5	4.09	278	1.07	97.4	96.3%	3.7%
136	Respond to bomb threats and assist in the search for bombs.	1.72	988	0.69	19.5	4.06	278	0.96	96.9	48.0%	52.0%
204	Make vehicle stops to effect felony arrests.	2.37	988	0.98	48.8	3.92	278	1.00	96.2	88.6%	11.4%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	2.03	988	1.26	34.7	3.92	276	1.05	96.0	39.6%	60.4%
52	Engage in Emergency Vehicle Response in congested and open areas.	3.01	989	1.21	71.8	3.91	277	1.13	95.8	82.0%	18.0%
50	Administer CPR.	1.34	989	0.59	6.3	3.83	272	1.11	94.6	73.6%	26.4%
83	Respond to riot, other large demonstrations, or large gatherings.	2.02	989	0.82	34.5	3.83	278	0.97	94.4	57.2%	42.8%
215	Establish barrier or roadblock using patrol vehicle to capture suspect.	1.59	988	0.79	14.1	3.72	277	1.16	92.7	72.4%	27.6%
319	Secure disaster scenes.	1.59	987	0.72	14.3	3.65	275	0.96	92.0	57.2%	42.8%
238	Participate in raids.	1.84	989	0.85	24.6	3.58	278	1.07	90.8	49.6%	50.4%
59	Search for lost, missing, or wanted persons.	3.32	987	1.22	81.2	3.53	278	0.91	89.7	82.7%	17.3%
285	Respond as back-up.	4.21	987	1.21	97.2	3.53	278	0.98	89.2	95.9%	4.1%
48	Administer first aid.	1.91	987	0.78	27.0	3.50	278	1.03	88.5	81.3%	18.7%
177	Physically restrain crowds.	1.62	988	0.72	15.5	3.46	278	1.07	87.1	62.9%	37.1%
173	Patrol riot stricken, civil disturbance, or high crime areas.	3.45	988	1.65	84.3	3.46	278	0.96	86.9	77.0%	23.0%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	2.16	986	1.42	40.4	3.45	277	1.06	86.6	31.3%	68.7%
51	Deliver babies.	1.06	989	0.33	0.2	3.44	278	1.38	86.4	42.0%	58.0%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
75	Take precautions to prevent additional accidents at accident scene.	3.16	988	1.38	75.6	3.44	278	1.06	85.4	89.7%	10.3%
56	Guard prisoners at facilities other than a jail (hospital, doctor, etc.).	2.20	989	0.85	41.5	3.42	278	1.08	85.0	87.4%	12.6%
155	Secure and protect crime scene before, during and after processing.	2.73	989	1.14	61.3	3.41	278	0.93	84.7	84.6%	15.4%
137	Detect and stop DUI suspects.	2.78	988	1.17	62.7	3.41	278	0.89	84.5	80.1%	19.9%
1	Check condition and status of patrol vehicle and equipment.	4.60	989	0.75	99.8	3.40	277	1.04	84.3	97.4%	2.6%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	1.49	988	0.70	10.6	3.39	277	1.13	83.6	71.5%	28.5%
237	Conduct warrantless search.	2.84	988	1.29	66.2	3.36	278	0.92	82.9	91.2%	8.8%
107	Respond to prowler calls.	3.00	989	1.33	71.6	3.31	278	0.91	80.3	96.3%	3.7%
96	Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.	1.72	989	0.77	19.7	3.30	277	0.89	79.8	45.8%	54.2%
217	Detain mentally ill person without court order.	1.60	988	0.80	14.6	3.30	277	1.04	79.6	86.0%	14.0%
7	Maintain updated information concerning wanted persons, vehicles, etc.	3.57	989	1.44	86.6	3.30	278	1.00	79.3	81.3%	18.7%
228	Provide courtroom security.	1.91	988	1.01	27.5	3.29	278	1.04	79.1	70.5%	29.5%
227	Arrest DUI suspects.	2.41	989	1.04	49.1	3.26	277	0.94	77.0	91.1%	8.9%
364	Provide protection to threatened persons.	2.45	988	1.24	50.2	3.26	277	0.93	76.8	74.7%	25.3%
233	Operate vehicle in rain.	3.66	988	0.80	88.7	3.22	278	1.05	75.4	95.2%	4.8%
49	Transport injured persons.	1.54	988	0.71	12.0	3.19	273	1.23	74.6	75.7%	24.3%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.).	3.30	988	1.24	80.5	3.17	277	1.02	73.0	92.5%	7.5%
393	Protect persons and property from further injury at accident scene.	3.03	989	1.36	72.5	3.14	276	1.00	72.1	95.9%	4.1%
192	Maintain adequate level of emergency supplies and equipment in police car.	4.32	987	1.06	98.6	3.13	278	0.98	71.4	90.8%	9.2%
224	Take juveniles into protective custody.	1.93	989	0.79	28.6	3.13	278	0.94	70.7	88.2%	11.8%
197	Investigate suspicious activity.	4.32	988	1.13	98.4	3.11	277	0.92	70.0	94.1%	5.9%
289	Make vehicle stop to effect misdemeanor arrest.	3.45	988	1.39	84.0	3.11	277	0.90	69.7	95.9%	4.1%
187	Provide protective escort for public figures.	1.71	988	0.82	19.0	3.10	278	1.05	69.2	48.3%	51.7%
300	Evaluate driver's capability to operate vehicle.	3.21	988	1.44	77.9	3.07	278	0.96	66.9	87.0%	13.0%
99	Administer roadside sobriety test.	2.46	985	1.04	50.9	3.05	276	0.87	66.4	79.6%	20.4%
125	Direct activities of assisting units on scene.	2.55	989	1.24	54.9	3.00	278	0.86	64.6	59.8%	40.2%
210	Investigate unusual odors or sounds.	3.03	989	1.20	73.0	2.97	278	0.99	62.7	83.0%	17.0%
76	Set priorities and then direct activities at scenes of accident investigations.	2.49	988	1.45	51.6	2.97	278	0.86	62.2	66.1%	33.9%

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213	Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.	2.82	988	1.25	65.3	2.97	278	0.98	62.0	84.1%	15.9%
304	Consult with supervisor to determine proper action.	3.72	986	1.09	89.4	2.96	276	0.92	61.7	92.6%	7.4%
92	Participate in vice calls involving gambling, illegal liquor or prostitutes.	1.66	989	0.91	16.9	2.95	277	0.95	60.6	40.7%	59.3%
199	Operate radio in patrol car.	4.70	987	0.89	100.0	2.94	277	0.96	59.6	94.8%	5.2%
198	Identify and patrol potential trouble spots in assigned area.	4.28	988	1.28	97.9	2.94	277	0.82	59.4	93.7%	6.3%
26	Participate in traffic patrol tactics.	3.47	988	1.53	84.7	2.92	278	0.89	58.2	81.7%	18.3%
110	Request NCIC check on suspect, weapon, property, etc.	4.17	989	1.12	96.2	2.91	278	0.92	58.0	92.3%	7.7%
12	Direct traffic using hand signals and gestures.	3.26	989	1.15	79.3	2.91	278	0.99	57.7	96.0%	4.0%
370	Investigate hit and run accident.	2.24	988	1.23	42.7	2.89	277	0.85	57.0	77.6%	22.4%
266	Climb over chain link fence to pursue a suspect.	2.13	988	0.93	38.7	2.87	278	1.02	56.3	95.9%	4.1%
290	Attend in-service training.	2.77	989	0.67	62.4	2.87	278	0.96	56.1	77.8%	22.2%
95	Check security of property in your assigned area.	4.03	989	1.47	94.1	2.86	278	0.88	55.2	92.6%	7.4%
230	Pursue suspect by jumping over low obstacles.	2.41	987	1.00	49.3	2.85	278	0.96	53.8	96.0%	4.0%
321	Pick up children on court orders.	1.67	989	0.79	18.1	2.84	276	0.87	53.3	81.8%	18.2%
152	Climb over a solid wall to pursue a suspect.	1.98	985	0.86	31.0	2.84	278	1.08	53.1	95.6%	4.4%
421	Pursue suspect up and down 2 flights of stairs.	1.62	988	0.79	15.7	2.83	277	0.97	52.8	95.9%	4.1%
378	Drive on skid pad.	1.67	988	0.60	17.6	2.83	277	1.04	52.1	90.0%	10.0%
403	Operate DataMaster breath testing device.	2.00	987	1.02	32.6	2.83	277	0.88	51.6	35.8%	64.2%
337	Conduct photo line-ups.	1.61	989	0.86	15.0	2.82	276	0.84	50.2	49.3%	50.7%
420	Climb over 4 foot chain link fence to pursue a suspect.	1.97	988	0.85	30.5	2.80	277	0.98	49.1	95.5%	4.5%
25	Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.	4.04	988	1.42	94.4	2.79	278	0.88	48.4	94.5%	5.5%
293	Refer to S.C. Code of Laws for information.	3.84	989	1.09	91.5	2.79	278	0.87	47.9	96.7%	3.3%
415	Pursue a suspect over trenches and small ditches.	2.24	989	0.90	42.5	2.78	277	0.96	47.2	95.5%	4.5%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
18	Work in plainclothes on special assignment.	2.01	989	1.17	33.8	2.77	278	1.05	46.2	29.9%	70.1%
195	Fight various types of fires (grass, forest, vehicle, house, etc.).	1.49	987	0.78	11.0	2.77	277	1.33	46.0	48.5%	51.5%
426	Pursue suspect over uneven terrain.	2.35	977	0.93	47.2	2.77	272	0.96	45.8	94.7%	5.3%
229	Receive and pass along information about recent crimes at squad meetings.	3.59	986	1.52	87.1	2.77	278	0.91	45.3	93.4%	6.6%
174	Destroy injured or rabid animals.	1.43	988	0.68	8.7	2.76	278	1.07	44.4	77.4%	22.6%
142	Remove obstructions from roadway.	3.23	987	1.22	78.4	2.75	277	1.08	43.7	94.8%	5.2%

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377	Use flashlight as a security tool.	3.36	989	1.43	81.9	2.75	277	0.95	43.7	97.4%	2.6%
361	Inventory contents of suspect's vehicle.	3.27	988	1.25	80.0	2.75	276	0.81	43.2	95.9%	4.1%
381	Understand when to properly use the NCIC System.	3.94	986	1.34	93.0	2.73	277	0.84	41.5	77.2%	22.8%
414	Change direction quickly pursuing a subject.	2.36	989	0.95	48.1	2.72	277	0.94	39.7	97.4%	2.6%
374	Secure and protect valuable items (voting boxes, money, etc.).	1.95	988	1.13	30.0	2.71	276	0.90	39.0	86.1%	13.9%
97	Check validity of operator's license and vehicle registration.	4.22	987	1.23	97.4	2.69	277	0.77	37.8	95.9%	4.1%
120	Secure house or business.	3.08	988	1.31	74.2	2.68	277	0.87	37.6	91.9%	8.1%
360	Maintain personal notes on various cases.	3.89	987	1.26	92.3	2.68	275	0.78	37.3	94.0%	6.0%
249	Trace stolen goods.	2.06	988	1.05	35.7	2.65	277	0.76	36.4	52.2%	47.8%
313	Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).	2.49	987	1.07	51.9	2.64	275	0.88	35.4	94.1%	5.9%
79	Dispose of evidence no longer needed or upon court order.	1.80	989	0.98	22.8	2.63	278	0.95	35.2	52.2%	47.8%
104	Patrol highways.	3.70	987	1.64	89.2	2.63	277	0.87	35.0	95.9%	4.1%
29	Respond to an incident involving counterfeit money, check fraud and/or forgery.	2.67	989	1.15	58.9	2.62	278	0.79	34.7	61.8%	38.2%
326	Use video and/or audio recording equipment.	3.40	989	1.69	82.6	2.62	276	0.80	34.5	63.8%	36.2%
129	Investigate trespassing call.	3.35	988	1.34	81.7	2.62	277	0.82	33.8	98.1%	1.9%
253	Complete collision report form.	2.71	987	1.51	60.1	2.62	278	0.78	33.3	92.6%	7.4%
278	Develop familiarity with structure of community or neighborhood.	3.80	988	1.42	90.6	2.61	277	0.83	32.6	84.8%	15.2%
208	Advise property owners of potentially hazardous conditions.	2.37	988	1.11	48.6	2.60	278	0.95	32.2	86.7%	13.3%
42	Attend DataMaster refusal hearing as arresting officer.	1.77	989	0.80	21.8	2.60	278	0.88	31.9	57.5%	42.5%
302	Plan temporary traffic detours.	1.80	987	0.96	22.5	2.59	276	0.82	31.2	70.3%	29.7%
211	Transport property or evidence.	3.21	989	1.24	77.7	2.59	278	0.77	31.0	91.9%	8.1%
10	Serve as switchboard operator and/or dispatcher at headquarters.	1.30	989	0.72	5.4	2.58	277	1.21	30.8	58.7%	41.3%
212	Deliver emergency supplies and equipment.	1.49	988	0.78	10.8	2.58	278	0.96	30.5	90.4%	9.6%
91	Assist bail bondsman in taking fugitives into custody.	1.36	988	0.60	6.8	2.58	278	1.25	30.0	72.3%	27.7%
369	Confer with school officials on matters pertaining to juveniles.	2.10	989	1.07	37.1	2.56	277	0.77	28.9	81.3%	18.7%
132	Perform property checks while owners are absent.	3.41	987	1.53	83.3	2.56	277	0.88	28.4	93.3%	6.7%
139	Attend squad meetings prior to going on duty.	3.60	987	1.67	87.6	2.55	277	0.84	28.2	92.6%	7.4%
273	Deal with incidents involving shoplifting.	2.76	989	1.22	62.0	2.54	278	0.75	27.5	96.7%	3.3%
2	Provide escort for merchants' bank deposits.	2.34	987	1.43	46.7	2.53	276	0.97	26.5	93.7%	6.3%

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100	Operate radar.	2.95	988	1.80	70.2	2.52	277	0.82	26.1	41.8%	58.2%
109	Manually operate traffic control devices.	1.39	989	0.82	7.7	2.51	276	1.14	25.6	63.6%	36.4%
181	Review reports from proceeding shift prior to going on duty.	3.27	988	1.66	79.8	2.50	278	0.79	25.4	92.9%	7.1%
355	Monitor central alarm board in police department.	1.21	989	0.67	2.3	2.50	275	1.01	24.9	76.1%	23.9%
165	Issue citations in traffic accidents.	2.68	988	1.54	59.2	2.47	278	0.80	24.2	94.8%	5.2%
122	Investigate damage to roadway.	1.94	989	1.12	29.8	2.47	277	0.92	23.9	82.2%	17.8%
19	Assist people who are physically challenged.	2.49	987	0.97	52.1	2.47	278	0.80	23.5	83.8%	16.2%
47	Serve subpoenas.	1.93	988	1.10	29.3	2.46	278	0.85	23.0	87.5%	12.5%
287	Request driver's license (D.L.) check with computer.	4.00	987	1.44	93.9	2.46	278	0.77	22.5	91.8%	8.2%
201	Check drivers for proper license.	4.17	987	1.27	96.5	2.45	278	0.77	22.3	96.7%	3.3%
299	Impound property.	2.65	987	1.09	58.5	2.43	277	0.75	21.8	92.5%	7.5%
279	Maintain knowledge of community resources.	3.69	989	1.33	89.0	2.41	278	0.73	20.7	83.6%	16.4%
200	Handle records at headquarters.	2.53	987	1.56	53.3	2.41	276	0.90	20.4	68.4%	31.6%
44	Obtain medical exam for DUI suspect.	1.41	989	0.59	8.2	2.41	276	0.97	19.7	71.3%	28.7%
297	Patrol on foot.	3.03	987	1.44	72.3	2.40	278	0.82	19.5	96.3%	3.7%
185	Serve as school crossing guard.	1.62	988	1.07	15.3	2.40	278	1.08	19.2	89.2%	10.8%
24	Inspect vehicles for compliance with vehicle code.	2.63	988	1.62	57.0	2.38	278	0.90	18.8	81.0%	19.0%
45	Collect fines when under court order.	1.19	988	0.68	1.9	2.38	278	1.04	18.5	67.7%	32.3%
311	Inspect vehicles for fresh damage.	2.92	988	1.36	69.2	2.37	275	0.71	18.3	90.6%	9.4%
216	Photograph prisoner as part of booking process.	1.71	988	1.27	18.5	2.35	277	0.85	17.8	78.7%	21.3%
89	Fill out field interrogation card.	2.35	989	1.32	47.7	2.34	277	0.76	16.9	93.7%	6.3%
314	Investigate alcoholic beverage regulations violations.	2.16	986	1.16	40.1	2.33	274	0.70	16.7	59.6%	40.4%
78	Participate in ride-along programs where the community is offered a look at departmental operations.	1.99	989	0.99	31.9	2.31	276	0.89	14.6	69.5%	30.5%
112	Respond to non-criminal calls for service and assistance.	4.04	989	1.33	94.6	2.31	277	0.78	14.3	94.4%	5.6%
352	Locate documents and information in records system.	3.04	988	1.42	73.2	2.30	274	0.65	13.6	75.6%	24.4%
391	Complete tow slips on towed vehicles.	3.22	989	1.37	78.2	2.30	276	0.74	13.1	93.6%	6.4%
38	Visit schools.	2.31	987	1.19	45.1	2.30	277	0.77	12.9	71.7%	28.3%
296	Make entries in patrol log.	2.80	989	1.70	63.4	2.29	278	0.75	12.7	93.3%	6.7%
231	Serve summons to witnesses.	1.90	989	1.06	26.3	2.29	278	0.74	12.4	92.5%	7.5%
194	Use speedometer to clock speeders.	2.62	986	1.52	56.8	2.29	277	0.95	12.2	77.2%	22.8%
346	Instruct drivers involved to report accident to their insurance company.	2.82	987	1.48	64.6	2.25	275	0.70	11.0	95.1%	4.9%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
221	Conduct formal or informal residential or business security surveys.	1.79	989	1.16	22.3	2.25	276	0.76	10.8	65.8%	34.2%
182	Serve civil process papers.	1.54	988	1.01	12.4	2.25	277	0.92	10.1	78.9%	21.1%
94	Respond to complaints of voting irregularities at polling places.	1.08	989	0.37	0.5	2.24	276	0.90	9.9	54.0%	46.0%
203	Issue verbal warnings.	4.05	988	1.28	95.1	2.22	278	0.76	8.9	95.6%	4.4%
232	Serve eviction notices.	1.29	989	0.75	3.8	2.21	278	1.00	8.5	79.2%	20.8%
162	Estimate value of stolen or recovered goods.	3.40	988	1.40	83.1	2.20	278	0.74	8.2	87.0%	13.0%
101	Check establishments that sell alcohol beverages while on patrol.	2.56	989	1.49	55.4	2.20	278	0.70	8.0	75.2%	24.8%
11	Assist stranded motorists.	3.82	988	1.14	91.1	2.19	275	0.74	7.7	92.9%	7.1%
317	Confer with juvenile counselor.	1.86	988	0.93	25.4	2.19	275	0.64	7.5	83.1%	16.9%
93	Assist animal control officers.	2.08	988	0.96	36.6	2.19	278	0.86	7.0	79.7%	20.3%
363	Enforce litter laws.	2.87	988	1.42	67.6	2.17	276	0.66	6.6	92.9%	7.1%
87	Conduct a patrol on a bicycle.	1.23	989	0.68	3.5	2.16	277	0.92	6.3	44.4%	55.6%
77	Inform driver of towed or impounded vehicle's location.	3.43	988	1.35	83.8	2.16	278	0.71	6.1	96.7%	3.3%
30	Take custody of lost and found property.	2.98	989	1.13	71.4	2.15	277	0.73	5.9	95.2%	4.8%
143	Escort processions (parades).	1.93	989	0.99	28.9	2.13	278	0.90	5.4	91.0%	9.0%
108	Operate teletype.	1.23	989	0.73	2.8	2.09	277	0.96	4.5	36.6%	63.4%
301	Issue warning tickets.	2.90	988	1.68	68.5	2.06	276	0.66	4.2	95.5%	4.5%
407	Issue parking violations (meters, handicap, do not park zones).	2.24	989	1.29	43.0	2.05	276	0.64	4.0	94.3%	5.7%
272	Monitor tow vehicle operator's compliance with regulations.	1.63	989	1.01	16.2	2.05	277	0.74	3.8	76.1%	23.9%
23	Transport medical supplies.	1.23	987	0.76	3.1	2.00	278	0.98	3.1	75.2%	24.8%
295	Control stray livestock.	1.67	989	0.83	17.8	1.99	278	0.84	2.8	91.0%	9.0%
31	Stand for more than eight hours.	2.00	989	0.95	33.1	1.99	278	1.01	2.3	94.3%	5.7%
35	Check individual businesses for compliance with licensing requirements.	1.51	989	0.83	11.5	1.95	277	0.68	2.1	63.7%	36.3%
214	Sit continuously for more than half a shift.	2.69	989	1.40	59.4	1.95	278	0.99	1.9	92.7%	7.3%
5	Stand continuously for more than half a shift.	2.45	986	1.16	50.5	1.93	276	0.99	1.6	95.9%	4.1%
22	Perform weather-watch service.	1.43	987	0.76	9.2	1.92	277	0.88	1.2	70.8%	29.2%
15	Fingerprint persons for other than criminal reasons (job applications).	1.58	989	0.98	13.8	1.86	277	0.77	0.9	71.9%	28.1%
27	Respond to requests for street directions.	3.59	988	1.29	86.9	1.84	278	0.65	0.7	92.9%	7.1%
298	Transport animals.	1.47	985	0.80	10.1	1.76	278	0.90	0.5	84.2%	15.8%
90	Monitor the compliance of taxicabs with regulations.	1.30	989	0.73	5.6	1.59	278	0.71	0.2	67.7%	32.3%

12. Communicate With the Public

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
16	Respond to a hostage situation.	1.57	989	0.59	13.6	4.44	278	0.73	99.3	39.9%	60.1%
113	Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.	1.33	989	0.62	6.1	4.04	278	0.96	96.7	37.3%	62.7%
84	Participate in firearms training.	2.52	989	0.62	52.8	3.90	277	1.03	95.3	89.0%	11.0%
303	Communicate with potential suicide victim.	2.14	988	0.95	39.2	3.86	276	0.98	94.8	44.6%	55.4%
312	Coordinate tactical operations.	1.73	987	0.94	20.0	3.61	275	1.02	91.3	18.5%	81.5%
367	Interview child sexual assault victims.	1.74	989	0.78	20.4	3.48	277	0.90	87.6	25.1%	74.9%
53	Advise persons of constitutional rights.	3.60	989	1.21	87.3	3.36	277	1.00	82.2	95.9%	4.1%
384	Conduct on-scene assessment of potential physical abuse of children.	2.19	987	0.98	40.8	3.32	277	0.94	80.8	68.4%	31.6%
149	Track persons from crime scene.	2.37	987	1.04	48.4	3.28	277	0.88	78.4	46.7%	53.3%
57	Participate in strategy/planning for arrests.	2.70	989	1.11	59.6	3.25	277	0.94	76.5	64.3%	35.7%
20	Give descriptions to other officers.	4.17	987	1.06	96.7	3.19	278	0.92	74.4	96.3%	3.7%
284	Mediate family disputes.	3.46	988	1.46	84.5	3.18	275	1.03	73.5	89.6%	10.4%
250	Conduct investigation from start to finish.	2.84	989	1.38	66.9	3.15	278	0.92	72.5	41.3%	58.7%
371	Maintain knowledge of local disaster plans and your individual responsibilities.	2.64	989	1.22	58.2	3.14	276	1.00	71.8	65.3%	34.7%
55	Request bystanders to assist in an apprehension.	1.23	989	0.52	3.3	3.12	277	1.41	70.4	89.3%	10.7%
187	Provide protective escort for public figures.	1.71	988	0.82	19.0	3.10	278	1.05	69.2	48.3%	51.7%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
365	Refer and/or transport victims of domestic violence to a shelter.	2.12	987	1.01	37.8	3.08	277	0.95	67.1	91.8%	8.2%
362	Calm alarmed or panicked person or crowd.	2.76	989	1.19	61.7	3.04	276	0.93	66.0	86.6%	13.4%
193	Alert potential victims to specific crime threats.	2.82	987	1.24	64.8	3.04	277	0.94	65.7	89.6%	10.4%
239	Obtain search warrants.	1.88	989	0.90	26.1	3.03	278	0.83	65.5	73.0%	27.0%
125	Direct activities of assisting units on scene.	2.55	989	1.24	54.9	3.00	278	0.86	64.6	59.8%	40.2%
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	4.30	983	1.29	98.1	2.97	278	0.94	62.9	90.4%	9.6%
76	Set priorities and then direct activities at scenes of accident investigations.	2.49	988	1.45	51.6	2.97	278	0.86	62.2	66.1%	33.9%
304	Consult with supervisor to determine proper action.	3.72	986	1.09	89.4	2.96	276	0.92	61.7	92.6%	7.4%
160	Interview complainants, witnesses, etc.	4.05	989	1.22	94.8	2.95	278	0.82	61.0	91.9%	8.1%
175	Talk with leaders of demonstrations.	1.29	988	0.60	4.2	2.94	277	0.95	60.1	42.6%	57.4%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
383	Use tactical communications ("Verbal Judo").	3.83	989	1.35	91.3	2.90	277	0.94	57.5	76.2%	23.8%
172	Review reports prior to trial.	3.18	987	0.99	76.5	2.88	278	0.90	56.8	91.1%	8.9%
290	Attend in-service training.	2.77	989	0.67	62.4	2.87	278	0.96	56.1	77.8%	22.2%
157	Conduct surveillance of individuals.	2.61	989	1.28	55.9	2.85	278	0.82	54.0	43.0%	57.0%
65	Advise victims of crime of their options and rights.	3.63	989	1.30	88.0	2.81	276	0.86	49.5	89.7%	10.3%
168	Test operating condition of vehicle.	2.62	988	1.74	56.3	2.79	278	1.02	48.6	78.1%	21.9%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
229	Receive and pass along information about recent crimes at squad meetings.	3.59	986	1.52	87.1	2.77	278	0.91	45.3	93.4%	6.6%
158	Recruit informants.	2.07	988	1.20	35.9	2.73	278	0.91	41.8	42.9%	57.1%
40	Advise parents of their juvenile's violations.	2.92	989	1.13	69.5	2.73	278	0.82	41.3	88.6%	11.4%
265	Control nonviolent crowds.	2.32	988	1.00	45.5	2.73	277	0.85	41.1	81.1%	18.9%
163	Conduct photographic surveillance.	1.56	988	0.94	13.4	2.71	278	0.84	39.2	29.0%	71.0%
134	Refer juveniles under investigation to Family Court or DJJ.	2.63	988	1.14	57.5	2.71	278	0.82	38.5	86.6%	13.4%
247	Aid in investigations and exchange information with other law enforcement agencies.	3.17	989	1.23	75.8	2.69	278	0.78	38.0	84.6%	15.4%
351	Control spectator access at accidents.	2.53	988	1.27	53.5	2.65	275	0.88	36.2	94.8%	5.2%
21	Mediate civil disputes.	3.33	987	1.51	81.5	2.64	278	1.02	35.9	80.5%	19.5%
248	Confer with coroner concerning cases.	1.56	987	0.76	12.9	2.64	277	0.79	35.7	58.0%	42.0%
209	Comfort emotionally upset persons.	3.03	989	1.16	72.8	2.62	278	0.87	34.3	84.5%	15.5%
191	Explain laws and/or describe hazards to juveniles.	3.19	987	1.24	76.8	2.61	278	0.83	32.9	84.0%	16.0%
159	Talk with families of suspects.	2.78	988	1.17	62.9	2.59	277	0.80	31.5	78.3%	21.7%
10	Serve as switchboard operator and/or dispatcher at headquarters.	1.30	989	0.72	5.4	2.58	277	1.21	30.8	58.7%	41.3%
369	Confer with school officials on matters pertaining to juveniles.	2.10	989	1.07	37.1	2.56	277	0.77	28.9	81.3%	18.7%
256	Take statements from witnesses or victims of accident.	2.51	989	1.35	52.3	2.56	277	0.75	28.6	95.6%	4.4%
139	Attend squad meetings prior to going on duty.	3.60	987	1.67	87.6	2.55	277	0.84	28.2	92.6%	7.4%
286	Establish rapport with residents or businesses in patrol area.	4.08	987	1.27	95.5	2.53	278	0.76	27.0	92.9%	7.1%
36	Advise crime victims of crime prevention programs.	2.89	989	1.33	68.3	2.52	276	0.78	26.3	72.0%	28.0%
181	Review reports from proceeding shift prior to going on duty.	3.27	988	1.66	79.8	2.50	278	0.79	25.4	92.9%	7.1%
294	Advise victims how to seek prosecution.	3.48	988	1.34	85.0	2.50	278	0.76	25.4	94.8%	5.2%
128	Communicate information on an informal basis to other law enforcement groups.	3.19	987	1.24	77.0	2.49	278	0.79	24.4	83.4%	16.6%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
161	Confer with probation officer during investigation of suspect.	2.01	989	1.04	34.0	2.47	277	0.81	23.9	77.1%	22.9%
145	Explain nature of complaints to offenders.	3.97	986	1.29	93.4	2.47	278	0.73	23.2	94.5%	5.5%
341	Provide procedural information to prospective witnesses for courtroom appearance.	1.92	988	0.96	27.9	2.46	276	0.78	22.8	67.4%	32.6%
245	Answer victim inquiries regarding progress of a case.	2.83	988	1.22	65.5	2.43	278	0.69	21.6	85.2%	14.8%
102	Establish field contacts with citizens in patrol area.	3.49	989	1.37	85.7	2.41	278	0.76	20.0	93.0%	7.0%
185	Serve as school crossing guard.	1.62	988	1.07	15.3	2.40	278	1.08	19.2	89.2%	10.8%
167	Review accident with accident investigators.	1.80	988	1.10	23.2	2.36	278	0.74	18.1	80.4%	19.6%
309	Locate persons using information from utility companies, schools, etc.	2.28	986	1.07	44.1	2.34	275	0.76	17.4	69.3%	30.7%
280	Direct information requests to appropriate authorities.	3.63	989	1.27	87.8	2.34	278	0.69	17.1	88.5%	11.5%
318	Talk with families of juveniles.	2.81	988	1.19	64.3	2.33	276	0.65	16.0	86.1%	13.9%
307	Locate owners of recovered property.	2.46	986	1.03	50.7	2.32	276	0.68	15.5	90.0%	10.0%
281	Refer gun permit inquiries to appropriate authorities.	2.30	987	1.24	44.4	2.31	278	0.82	15.3	85.3%	14.7%
223	Confer with investigator assigned to juvenile operations.	2.12	987	1.10	37.6	2.31	278	0.72	14.1	85.8%	14.2%
306	Notify witnesses to appear without subpoena.	2.33	987	1.17	46.2	2.30	276	0.84	13.8	93.7%	6.3%
202	Explain state vehicle laws and procedures to citizens.	3.82	987	1.35	90.8	2.30	278	0.68	13.4	93.0%	7.0%
118	Notify citizens of damage to their property.	2.84	989	1.13	66.7	2.28	277	0.75	12.0	92.9%	7.1%
390	Refer juveniles to social service agencies for reasons other than prosecution.	1.81	989	0.91	23.5	2.27	277	0.75	11.5	80.0%	20.0%
316	Respond to general information questions from the public.	3.78	986	1.34	90.1	2.27	275	0.74	11.3	85.8%	14.2%
346	Instruct drivers involved to report accident to their insurance company.	2.82	987	1.48	64.6	2.25	275	0.70	11.0	95.1%	4.9%
254	Instruct drivers involved in an accident to exchange information.	2.22	988	1.25	41.8	2.24	278	0.74	9.6	97.0%	3.0%
106	Answer general questions or information requests from public.	4.44	989	0.98	99.1	2.23	278	0.70	9.4	89.6%	10.4%
203	Issue verbal warnings.	4.05	988	1.28	95.1	2.22	278	0.76	8.9	95.6%	4.4%
389	Refer suspect to alcohol/drug treatment program after a DUI arrest.	1.83	989	0.94	23.9	2.21	277	0.75	8.7	80.8%	19.2%
11	Assist stranded motorists.	3.82	988	1.14	91.1	2.19	275	0.74	7.7	92.9%	7.1%
317	Confer with juvenile counselor.	1.86	988	0.93	25.4	2.19	275	0.64	7.5	83.1%	16.9%
392	Estimate damage to vehicles and property involved in accidents.	2.75	989	1.48	61.5	2.19	277	0.71	7.3	88.0%	12.0%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
183	Direct persons to technical emergency services as needed (gas, electric, phone).	2.25	988	1.11	43.4	2.18	277	0.79	6.8	88.8%	11.2%
77	Inform driver of towed or impounded vehicle's location.	3.43	988	1.35	83.8	2.16	278	0.71	6.1	96.7%	3.3%
235	Instruct suspect on process for obtaining an attorney.	2.55	988	1.25	55.2	2.14	278	0.79	5.6	93.3%	6.7%
105	Refer persons to other public agencies.	3.72	989	1.16	89.7	2.11	278	0.68	4.9	91.9%	8.1%
258	Review accident with insurance investigators.	1.44	988	0.72	9.4	2.10	278	0.76	4.7	76.8%	23.2%
54	Explain arrest action to onlookers.	2.32	988	1.15	45.3	2.04	278	0.96	3.5	92.2%	7.8%
207	Explain point system to violators.	2.88	989	1.46	67.8	2.01	278	0.64	3.3	94.8%	5.2%
43	Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.	1.30	989	0.61	5.2	1.92	278	0.86	1.4	71.0%	29.0%
27	Respond to requests for street directions.	3.59	988	1.29	86.9	1.84	278	0.65	0.7	92.9%	7.1%
90	Monitor the compliance of taxicabs with regulations.	1.30	989	0.73	5.6	1.59	278	0.71	0.2	67.7%	32.3%

13. Communicate in Formal Settings

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
312	Coordinate tactical operations.	1.73	987	0.94	20.0	3.61	275	1.02	91.3	18.5%	81.5%
384	Conduct on-scene assessment of potential physical abuse of children.	2.19	987	0.98	40.8	3.32	277	0.94	80.8	68.4%	31.6%
228	Provide courtroom security.	1.91	988	1.01	27.5	3.29	278	1.04	79.1	70.5%	29.5%
368	Report elderly abuse or neglect to the Department of Social Services.	1.71	988	0.75	19.2	3.23	277	0.95	75.8	83.9%	16.1%
371	Maintain knowledge of local disaster plans and your individual responsibilities.	2.64	989	1.22	58.2	3.14	276	1.00	71.8	65.3%	34.7%
138	Present evidence in legal proceedings.	2.77	988	0.98	62.2	3.13	278	0.84	70.9	83.8%	16.2%
187	Provide protective escort for public figures.	1.71	988	0.82	19.0	3.10	278	1.05	69.2	48.3%	51.7%
239	Obtain search warrants.	1.88	989	0.90	26.1	3.03	278	0.83	65.5	73.0%	27.0%
226	Prosecute magisterial/municipal court level DUI case.	2.14	987	0.92	39.4	2.98	277	0.84	63.1	73.4%	26.6%
141	Enforce court issued order.	2.54	987	1.25	54.2	2.92	278	0.90	58.7	86.2%	13.8%
14	Review recent court ruling.	2.60	988	0.83	55.6	2.88	276	0.87	56.6	72.6%	27.4%
405	Have contact with media at direction of Chief/Sheriff/Supervisor.	1.36	988	0.70	6.6	2.86	277	0.94	54.5	43.8%	56.2%
81	Discuss case with prosecutor before and after legal proceedings.	2.52	989	0.90	52.6	2.81	277	0.82	49.3	79.3%	20.7%
340	Make use of polygraph in investigation.	1.29	989	0.62	4.0	2.77	275	0.83	45.5	35.7%	64.3%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
264	Review other officers' cases to be presented to Grand Jury or trial.	1.60	988	0.84	14.8	2.76	278	0.91	44.6	54.1%	45.9%
134	Refer juveniles under investigation to Family Court or DJJ.	2.63	988	1.14	57.5	2.71	278	0.82	38.5	86.6%	13.4%
247	Aid in investigations and exchange information with other law enforcement agencies.	3.17	989	1.23	75.8	2.69	278	0.78	38.0	84.6%	15.4%
120	Secure house or business.	3.08	988	1.31	74.2	2.68	277	0.87	37.6	91.9%	8.1%
248	Confer with coroner concerning cases.	1.56	987	0.76	12.9	2.64	277	0.79	35.7	58.0%	42.0%
42	Attend DataMaster refusal hearing as arresting officer.	1.77	989	0.80	21.8	2.60	278	0.88	31.9	57.5%	42.5%
171	Confer with prosecutor prior to obtaining warrant.	1.99	985	0.98	32.2	2.58	278	0.89	29.6	85.9%	14.1%
369	Confer with school officials on matters pertaining to juveniles.	2.10	989	1.07	37.1	2.56	277	0.77	28.9	81.3%	18.7%
356	Testify in administrative hearings.	1.90	989	0.84	26.8	2.53	275	0.81	26.8	84.9%	15.1%
181	Review reports from proceeding shift prior to going on duty.	3.27	988	1.66	79.8	2.50	278	0.79	25.4	92.9%	7.1%
128	Communicate information on an informal basis to other law enforcement groups.	3.19	987	1.24	77.0	2.49	278	0.79	24.4	83.4%	16.6%
380	Obtain information from various community groups for investigative purpose.	2.34	989	1.12	46.5	2.44	277	0.71	22.1	66.3%	33.7%
82	Appear for testimony in legal proceedings without being called to testify.	2.06	988	0.97	35.4	2.42	278	0.98	21.4	85.1%	14.9%
167	Review accident with accident investigators.	1.80	988	1.10	23.2	2.36	278	0.74	18.1	80.4%	19.6%
379	Know various concepts of community trends.	2.89	989	1.29	68.1	2.34	277	0.69	17.6	72.9%	27.1%
130	Conduct crime prevention meetings.	1.48	989	0.78	10.3	2.32	278	0.72	15.7	47.4%	52.6%
320	Attend bail bond hearings.	2.13	988	1.17	38.3	2.31	275	0.77	15.0	92.2%	7.8%
328	Explain departmental policies to individuals or community groups.	2.71	989	1.21	60.6	2.31	276	0.75	14.8	70.9%	29.1%
202	Explain state vehicle laws and procedures to citizens.	3.82	987	1.35	90.8	2.30	278	0.68	13.4	93.0%	7.0%
315	Participate in community relations programs.	2.11	988	0.99	37.3	2.28	275	0.64	11.7	66.7%	33.3%
316	Respond to general information questions from the public.	3.78	986	1.34	90.1	2.27	275	0.74	11.3	85.8%	14.2%
388	Visit schools for presentation purposes.	1.76	989	0.95	21.1	2.25	277	0.66	10.3	65.5%	34.5%
106	Answer general questions or information requests from public.	4.44	989	0.98	99.1	2.23	278	0.70	9.4	89.6%	10.4%
222	Organize neighborhood watch groups.	1.29	987	0.65	4.5	2.23	278	0.71	9.2	46.1%	53.9%
37	Distribute material for public relations.	2.00	988	1.02	33.3	1.99	277	0.69	2.6	74.4%	25.6%
43	Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.	1.30	989	0.61	5.2	1.92	278	0.86	1.4	71.0%	29.0%

14. Preserve Evidence

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
84	Participate in firearms training.	2.52	989	0.62	52.8	3.90	277	1.03	95.3	89.0%	11.0%
58	Search crime scenes for evidence.	3.15	988	1.22	75.1	3.63	278	0.88	91.8	53.1%	46.9%
60	Document chain of custody for evidence.	3.64	989	1.16	88.3	3.62	278	0.93	91.5	94.9%	5.1%
123	Examine dangerous or suspicious objects.	2.44	988	1.15	49.8	3.48	277	1.07	87.8	60.0%	40.0%
63	Record location of physical evidence at scene.	2.96	988	1.27	70.7	3.44	278	0.90	85.9	69.9%	30.1%
151	Collect and preserve evidence and personal property from crime scenes.	3.13	988	1.23	74.6	3.37	278	0.92	83.1	59.0%	41.0%
327	Search incident to arrest.	3.73	988	1.25	89.9	3.34	276	1.03	81.0	93.0%	7.0%
384	Conduct on-scene assessment of potential physical abuse of children.	2.19	987	0.98	40.8	3.32	277	0.94	80.8	68.4%	31.6%
64	Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.	2.35	989	1.06	46.9	3.32	278	0.91	80.5	52.7%	47.3%
283	Identify wanted suspects.	3.21	988	1.22	77.5	3.26	277	0.85	77.5	94.4%	5.6%
121	Obtain personal evidence (handwriting, blood, hair, etc.) from persons.	1.76	987	1.00	20.9	3.24	278	0.89	76.3	26.6%	73.4%
333	Search crime scenes for physical evidence.	3.01	988	1.26	72.1	3.23	276	0.88	76.1	53.7%	46.3%
288	Investigate criminal activities involving drugs.	3.57	987	1.35	86.4	3.18	278	0.84	73.9	66.9%	33.1%
252	Document statements or confessions from witnesses or suspects.	3.42	989	1.22	83.6	3.18	278	0.89	73.7	73.7%	26.3%
111	Conduct initial investigation of crime.	3.93	989	1.38	92.5	3.17	278	0.87	73.2	85.7%	14.3%
250	Conduct investigation from start to finish.	2.84	989	1.38	66.9	3.15	278	0.92	72.5	41.3%	58.7%
138	Present evidence in legal proceedings.	2.77	988	0.98	62.2	3.13	278	0.84	70.9	83.8%	16.2%
406	Investigate hate crimes.	1.50	988	0.72	11.3	3.10	277	0.87	68.8	40.4%	59.6%
331	Photograph crime scenes.	2.19	989	1.19	41.3	3.10	275	0.90	68.5	28.1%	71.9%
344	Search dead bodies for evidence.	1.46	988	0.70	9.9	3.10	276	0.95	68.3	41.6%	58.4%
242	Examine evidence and personal property from crime scenes.	2.47	989	1.25	51.2	3.09	278	0.85	68.1	43.5%	56.5%
332	Package evidence.	3.05	988	1.19	73.9	3.09	275	0.87	67.8	57.4%	42.6%
343	Verify identity of deceased.	1.67	988	0.76	17.1	3.06	276	0.96	66.7	58.2%	41.8%
241	Diagram crime scenes.	1.67	988	0.92	17.4	3.01	278	0.86	65.3	39.3%	60.7%
153	Dust and lift latent fingerprints.	1.99	988	1.14	31.5	3.01	277	0.86	65.0	35.4%	64.6%
382	Identify evidence at a hate crime.	1.80	987	0.92	23.0	2.99	276	0.89	63.8	54.1%	45.9%
210	Investigate unusual odors or sounds.	3.03	989	1.20	73.0	2.97	278	0.99	62.7	83.0%	17.0%
6	Participate in large scale searches.	2.26	989	0.77	43.9	2.96	278	0.95	61.5	62.7%	37.3%
156	Analyze and compare crimes for similarity of modus operandi (M.O.).	2.08	989	1.15	36.4	2.96	278	0.82	61.3	29.7%	70.3%
13	Identify suspected drug samples.	2.71	986	1.23	60.3	2.94	278	0.87	59.9	44.7%	55.3%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
206	Conduct follow-up investigation of crime.	3.18	989	1.27	76.3	2.93	278	0.83	59.2	60.1%	39.9%
67	Establish modus operandi (M.O.) of a suspect.	2.54	986	1.27	54.0	2.86	278	0.81	55.4	45.0%	55.0%
70	Talk with informants.	2.64	988	1.27	57.7	2.86	278	0.82	54.9	54.8%	45.2%
329	Obtain arrest warrants.	2.92	989	1.13	69.0	2.86	276	0.86	54.2	92.6%	7.4%
403	Operate DataMaster breath testing device.	2.00	987	1.02	32.6	2.83	277	0.88	51.6	35.8%	64.2%
275	Photograph latent fingerprints.	1.37	989	0.78	7.0	2.82	278	0.93	50.7	26.3%	73.7%
337	Conduct photo line-ups.	1.61	989	0.86	15.0	2.82	276	0.84	50.2	49.3%	50.7%
338	Review laboratory reports as an aid to investigation.	1.93	987	1.00	28.4	2.82	276	0.84	49.8	42.3%	57.7%
72	Describe contributing factors in accident.	2.84	988	1.38	66.4	2.79	277	0.83	48.1	74.5%	25.5%
336	Determine whether recovered property is linked to prior crimes.	2.30	988	1.13	44.8	2.78	276	0.73	46.5	52.8%	47.2%
340	Make use of polygraph in investigation.	1.29	989	0.62	4.0	2.77	275	0.83	45.5	35.7%	64.3%
131	Mark valuable items for persons when securing in departmental property room.	2.05	989	1.26	35.2	2.74	278	0.91	43.0	76.7%	23.3%
71	Interview medical personnel to obtain information concerning an incident.	2.25	989	1.00	43.7	2.74	278	0.83	42.7	67.9%	32.1%
334	Take photograph of line-ups.	1.41	986	0.78	8.5	2.74	276	0.89	42.3	44.0%	56.0%
387	Conduct an investigation at a public/private school.	1.99	989	1.03	31.7	2.74	277	0.79	42.0	65.0%	35.0%
339	Utilize criminal records to aid in investigation.	2.63	987	1.22	57.3	2.72	275	0.76	40.6	65.2%	34.8%
73	Interview drivers of vehicles involved in accident.	2.94	988	1.43	70.0	2.72	278	0.83	40.4	90.7%	9.3%
117	Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.	1.31	989	0.63	5.9	2.72	278	0.91	40.4	47.4%	52.6%
349	Protect traffic accident physical evidence for collection.	2.15	988	1.21	39.7	2.71	275	0.79	38.7	75.7%	24.3%
350	Search accident scenes for physical evidence.	2.35	988	1.32	47.4	2.69	274	0.81	38.3	73.1%	26.9%
120	Secure house or business.	3.08	988	1.31	74.2	2.68	277	0.87	37.6	91.9%	8.1%
127	Secure vehicles after arrests and/or accidents.	3.53	989	1.25	86.2	2.67	278	0.80	36.9	94.8%	5.2%
74	Measure skidmarks.	1.54	988	0.96	12.2	2.66	278	0.85	36.6	48.5%	51.5%
79	Dispose of evidence no longer needed or upon court order.	1.80	989	0.98	22.8	2.63	278	0.95	35.2	52.2%	47.8%
29	Respond to an incident involving counterfeit money, check fraud and/or forgery.	2.67	989	1.15	58.9	2.62	278	0.79	34.7	61.8%	38.2%
211	Transport property or evidence.	3.21	989	1.24	77.7	2.59	278	0.77	31.0	91.9%	8.1%
348	Take measurements at traffic accident scenes.	1.64	987	1.03	16.7	2.58	275	0.79	30.3	52.8%	47.2%
171	Confer with prosecutor prior to obtaining warrant.	1.99	985	0.98	32.2	2.58	278	0.89	29.6	85.9%	14.1%
347	Investigate accident to identify point of impact.	2.61	988	1.51	56.1	2.57	275	0.78	29.3	73.0%	27.0%
330	Attempt to locate witnesses of crime by knocking on doors, etc.	2.62	987	1.19	56.6	2.55	276	0.76	27.9	91.0%	9.0%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
257	Photograph accident scenes.	1.81	989	0.99	23.7	2.54	278	0.76	27.2	69.9%	30.1%
46	Attach property under court order.	1.23	988	0.61	2.6	2.42	276	0.94	20.9	63.7%	36.3%
424	Stoop and/or bend to collect evidence.	3.24	988	1.19	78.9	2.41	276	0.88	20.2	96.2%	3.8%
44	Obtain medical exam for DUI suspect.	1.41	989	0.59	8.2	2.41	276	0.97	19.7	71.3%	28.7%
311	Inspect vehicles for fresh damage.	2.92	988	1.36	69.2	2.37	275	0.71	18.3	90.6%	9.4%
216	Photograph prisoner as part of booking process.	1.71	988	1.27	18.5	2.35	277	0.85	17.8	78.7%	21.3%
314	Investigate alcoholic beverage regulations violations.	2.16	986	1.16	40.1	2.33	274	0.70	16.7	59.6%	40.4%
392	Estimate damage to vehicles and property involved in accidents.	2.75	989	1.48	61.5	2.19	277	0.71	7.3	88.0%	12.0%
30	Take custody of lost and found property.	2.98	989	1.13	71.4	2.15	277	0.73	5.9	95.2%	4.8%
244	Witness autopsies.	1.29	989	0.59	4.7	2.12	278	0.84	5.2	48.3%	51.7%
90	Monitor the compliance of taxicabs with regulations.	1.30	989	0.73	5.6	1.59	278	0.71	0.2	67.7%	32.3%

15. Maintain Professional Demeanor

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
267	Discharge weapon at a person.	1.15	988	0.47	0.9	4.48	278	0.87	99.8	90.8%	9.2%
113	Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.	1.33	989	0.62	6.1	4.04	278	0.96	96.7	37.3%	62.7%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	2.03	988	1.26	34.7	3.92	276	1.05	96.0	39.6%	60.4%
84	Participate in firearms training.	2.52	989	0.62	52.8	3.90	277	1.03	95.3	89.0%	11.0%
83	Respond to riot, other large demonstrations, or large gatherings.	2.02	989	0.82	34.5	3.83	278	0.97	94.4	57.2%	42.8%
269	Break up fights involving two or more people.	2.54	989	0.98	53.8	3.53	278	0.96	89.4	95.2%	4.8%
173	Patrol riot stricken, civil disturbance, or high crime areas.	3.45	988	1.65	84.3	3.46	278	0.96	86.9	77.0%	23.0%
180	Use (OC) Pepper Gas to subdue suspects.	1.85	988	0.78	24.9	3.31	277	0.90	80.0	82.7%	17.3%
228	Provide courtroom security.	1.91	988	1.01	27.5	3.29	278	1.04	79.1	70.5%	29.5%
236	Transport prisoners.	3.48	987	1.29	85.2	3.26	278	1.01	77.2	95.9%	4.1%
205	Transport prisoners other than to jail.	2.30	988	1.07	44.6	3.20	278	1.08	74.9	87.8%	12.2%
284	Mediate family disputes.	3.46	988	1.46	84.5	3.18	275	1.03	73.5	89.6%	10.4%
224	Take juveniles into protective custody.	1.93	989	0.79	28.6	3.13	278	0.94	70.7	88.2%	11.8%
251	Interview or interrogate suspects.	3.39	989	1.32	82.2	3.11	278	0.87	69.5	48.3%	51.7%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
114	Extradite prisoners from other states.	1.38	989	0.70	7.3	3.08	277	1.09	67.4	51.1%	48.9%
362	Calm alarmed or panicked person or crowd.	2.76	989	1.19	61.7	3.04	276	0.93	66.0	86.6%	13.4%
184	Provide assistance to emotionally disturbed or mentally retarded persons.	2.54	988	1.12	54.5	2.98	277	0.97	63.4	76.0%	24.0%
175	Talk with leaders of demonstrations.	1.29	988	0.60	4.2	2.94	277	0.95	60.1	42.6%	57.4%
383	Use tactical communications ("Verbal Judo").	3.83	989	1.35	91.3	2.90	277	0.94	57.5	76.2%	23.8%
357	Escort vehicles or persons through picket lines.	1.16	989	0.48	1.2	2.83	276	1.02	50.9	80.5%	19.5%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.70	984	1.54	59.9	2.79	276	0.90	47.4	60.2%	39.8%
265	Control nonviolent crowds.	2.32	988	1.00	45.5	2.73	277	0.85	41.1	81.1%	18.9%
209	Comfort emotionally upset persons.	3.03	989	1.16	72.8	2.62	278	0.87	34.3	84.5%	15.5%
135	Handle complaints involving juveniles informally.	2.73	989	1.28	61.0	2.51	276	0.78	25.8	87.0%	13.0%
318	Talk with families of juveniles.	2.81	988	1.19	64.3	2.33	276	0.65	16.0	86.1%	13.9%
90	Monitor the compliance of taxicabs with regulations.	1.30	989	0.73	5.6	1.59	278	0.71	0.2	67.7%	32.3%

16. Detect Hazardous Conditions

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
41	Evacuate persons from dangerous and/or life threatening situations.	2.04	988	0.84	35.0	4.14	278	0.95	97.9	77.9%	22.1%
136	Respond to bomb threats and assist in the search for bombs.	1.72	988	0.69	19.5	4.06	278	0.96	96.9	48.0%	52.0%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	2.03	988	1.26	34.7	3.92	276	1.05	96.0	39.6%	60.4%
402	Take necessary precautions for bloodborne/airborne pathogens.	3.89	986	1.34	92.0	3.88	276	1.02	95.1	82.4%	17.6%
50	Administer CPR.	1.34	989	0.59	6.3	3.83	272	1.11	94.6	73.6%	26.4%
178	Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.	1.43	988	0.68	8.9	3.79	278	1.04	93.9	80.9%	19.1%
319	Secure disaster scenes.	1.59	987	0.72	14.3	3.65	275	0.96	92.0	57.2%	42.8%
124	Escort hazardous materials.	1.18	987	0.53	1.6	3.51	277	1.17	89.0	50.2%	49.8%
48	Administer first aid.	1.91	987	0.78	27.0	3.50	278	1.03	88.5	81.3%	18.7%
123	Examine dangerous or suspicious objects.	2.44	988	1.15	49.8	3.48	277	1.07	87.8	60.0%	40.0%
51	Deliver babies.	1.06	989	0.33	0.2	3.44	278	1.38	86.4	42.0%	58.0%
75	Take precautions to prevent additional accidents at accident scene.	3.16	988	1.38	75.6	3.44	278	1.06	85.4	89.7%	10.3%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
268	Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.	1.77	988	0.80	21.4	3.34	278	1.07	81.2	91.8%	8.2%
419	Drag unconscious victims from dangerous situations for at least 20 feet.	1.38	988	0.65	7.5	3.20	277	1.01	75.1	95.9%	4.1%
49	Transport injured persons.	1.54	988	0.71	12.0	3.19	273	1.23	74.6	75.7%	24.3%
61	Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).	1.92	989	0.84	28.2	3.19	278	1.07	74.2	87.9%	12.1%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.).	3.30	988	1.24	80.5	3.17	277	1.02	73.0	92.5%	7.5%
393	Protect persons and property from further injury at accident scene.	3.03	989	1.36	72.5	3.14	276	1.00	72.1	95.9%	4.1%
371	Maintain knowledge of local disaster plans and your individual responsibilities.	2.64	989	1.22	58.2	3.14	276	1.00	71.8	65.3%	34.7%
85	Participate in physical training.	3.18	989	1.25	76.1	3.13	277	0.99	71.1	94.4%	5.6%
28	Conduct a non-swimming rescue (rope, pole, floatation device).	1.20	989	0.49	2.1	3.12	278	1.25	70.2	74.3%	25.7%
210	Investigate unusual odors or sounds.	3.03	989	1.20	73.0	2.97	278	0.99	62.7	83.0%	17.0%
76	Set priorities and then direct activities at scenes of accident investigations.	2.49	988	1.45	51.6	2.97	278	0.86	62.2	66.1%	33.9%
213	Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.	2.82	988	1.25	65.3	2.97	278	0.98	62.0	84.1%	15.9%
12	Direct traffic using hand signals and gestures.	3.26	989	1.15	79.3	2.91	278	0.99	57.7	96.0%	4.0%
357	Escort vehicles or persons through picket lines.	1.16	989	0.48	1.2	2.83	276	1.02	50.9	80.5%	19.5%
417	Climb through windows in order to gain entry.	1.88	989	0.74	25.8	2.82	277	1.00	50.5	94.4%	5.6%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
142	Remove obstructions from roadway.	3.23	987	1.22	78.4	2.75	277	1.08	43.7	94.8%	5.2%
117	Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.	1.31	989	0.63	5.9	2.72	278	0.91	40.4	47.4%	52.6%
351	Control spectator access at accidents.	2.53	988	1.27	53.5	2.65	275	0.88	36.2	94.8%	5.2%
313	Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).	2.49	987	1.07	51.9	2.64	275	0.88	35.4	94.1%	5.9%
208	Advise property owners of potentially hazardous conditions.	2.37	988	1.11	48.6	2.60	278	0.95	32.2	86.7%	13.3%
302	Plan temporary traffic detours.	1.80	987	0.96	22.5	2.59	276	0.82	31.2	70.3%	29.7%
212	Deliver emergency supplies and equipment.	1.49	988	0.78	10.8	2.58	278	0.96	30.5	90.4%	9.6%
109	Manually operate traffic control devices.	1.39	989	0.82	7.7	2.51	276	1.14	25.6	63.6%	36.4%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
305	Push stalled vehicle out of traffic lane.	2.83	987	1.11	66.0	2.49	276	0.98	24.6	95.9%	4.1%
122	Investigate damage to roadway.	1.94	989	1.12	29.8	2.47	277	0.92	23.9	82.2%	17.8%
183	Direct persons to technical emergency services as needed (gas, electric, phone).	2.25	988	1.11	43.4	2.18	277	0.79	6.8	88.8%	11.2%
23	Transport medical supplies.	1.23	987	0.76	3.1	2.00	278	0.98	3.1	75.2%	24.8%
295	Control stray livestock.	1.67	989	0.83	17.8	1.99	278	0.84	2.8	91.0%	9.0%
22	Perform weather-watch service.	1.43	987	0.76	9.2	1.92	277	0.88	1.2	70.8%	29.2%

17. Transport Prisoners

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
243	Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.	1.99	988	0.87	32.4	3.44	278	0.98	85.7	82.2%	17.8%
56	Guard prisoners at facilities other than a jail (hospital, doctor, etc.).	2.20	989	0.85	41.5	3.42	278	1.08	85.0	87.4%	12.6%
196	Inspect patrol vehicle for weapons or contraband.	4.20	988	1.29	96.9	3.37	277	1.12	83.3	95.6%	4.4%
180	Use (OC) Pepper Gas to subdue suspects.	1.85	988	0.78	24.9	3.31	277	0.90	80.0	82.7%	17.3%
217	Detain mentally ill person without court order.	1.60	988	0.80	14.6	3.30	277	1.04	79.6	86.0%	14.0%
236	Transport prisoners.	3.48	987	1.29	85.2	3.26	278	1.01	77.2	95.9%	4.1%
205	Transport prisoners other than to jail.	2.30	988	1.07	44.6	3.20	278	1.08	74.9	87.8%	12.2%
322	Serve mental health commitments orders.	1.75	987	0.91	20.7	3.14	276	1.04	71.6	78.0%	22.0%
114	Extradite prisoners from other states.	1.38	989	0.70	7.3	3.08	277	1.09	67.4	51.1%	48.9%
34	Investigate injuries to prisoners.	1.39	989	0.77	8.0	3.01	277	0.96	64.8	51.1%	48.9%
321	Pick up children on court orders.	1.67	989	0.79	18.1	2.84	276	0.87	53.3	81.8%	18.2%
373	Detain/jail suspects arrested by merchants or private security personnel.	2.23	989	1.14	42.0	2.76	276	0.89	44.8	94.4%	5.6%
132	Perform property checks while owners are absent.	3.41	987	1.53	83.3	2.56	277	0.88	28.4	93.3%	6.7%
216	Photograph prisoner as part of booking process.	1.71	988	1.27	18.5	2.35	277	0.85	17.8	78.7%	21.3%

18. Utilize Equipment

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
115	Wear body armor on patrol.	4.56	988	1.04	99.5	4.09	278	1.07	97.4	96.3%	3.7%
402	Take necessary precautions for bloodborne/airborne pathogens.	3.89	986	1.34	92.0	3.88	276	1.02	95.1	82.4%	17.6%
50	Administer CPR.	1.34	989	0.59	6.3	3.83	272	1.11	94.6	73.6%	26.4%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
408	Properly utilize personal protective equipment.	3.48	989	1.44	85.4	3.55	276	1.07	90.1	86.9%	13.1%
243	Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.	1.99	988	0.87	32.4	3.44	278	0.98	85.7	82.2%	17.8%
242	Examine evidence and personal property from crime scenes.	2.47	989	1.25	51.2	3.09	278	0.85	68.1	43.5%	56.5%

19. Extinguish Fires

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
195	Fight various types of fires (grass, forest, vehicle, house, etc.).	1.49	987	0.78	11.0	2.77	277	1.33	46.0	48.5%	51.5%
144	Complete Uniform Crime Report (UCR) incident report form.	3.79	989	1.56	90.4	2.75	277	0.87	44.1	89.6%	10.4%

20. Read Legal Documents

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
190	Maintain knowledge of departmental policies related to use of firearms.	4.16	986	1.08	96.0	3.67	277	1.03	92.5	89.5%	10.5%
262	Investigate police applicant's background.	1.12	989	0.44	0.7	3.36	275	1.07	82.6	30.2%	69.8%
401	Establish probable cause.	4.24	989	1.17	97.7	3.36	277	0.93	81.9	97.4%	2.6%
234	Arrest persons with a warrant.	3.39	989	1.12	82.4	3.36	278	0.99	81.7	94.8%	5.2%
219	Search with a court issued search warrant.	2.18	987	0.89	40.6	3.28	278	0.83	78.6	83.3%	16.7%
399	Take adult victim of abuse or neglect into emergency protective custody.	1.62	988	0.73	16.0	3.28	276	0.95	78.2	85.2%	14.8%
263	Review warrants ensuring that they are valid prior to service.	3.16	988	1.34	75.4	3.26	276	0.93	77.7	84.4%	15.6%
386	Initiate arrest subsequent to a court order (restraining order).	2.08	989	0.98	36.9	3.22	276	0.99	75.6	94.0%	6.0%
322	Serve mental health commitments orders.	1.75	987	0.91	20.7	3.14	276	1.04	71.6	78.0%	22.0%
224	Take juveniles into protective custody.	1.93	989	0.79	28.6	3.13	278	0.94	70.7	88.2%	11.8%
251	Interview or interrogate suspects.	3.39	989	1.32	82.2	3.11	278	0.87	69.5	48.3%	51.7%
114	Extradite prisoners from other states.	1.38	989	0.70	7.3	3.08	277	1.09	67.4	51.1%	48.9%
220	Request for verification of warrants before service.	3.28	989	1.37	80.3	3.04	278	0.92	66.2	94.1%	5.9%
239	Obtain search warrants.	1.88	989	0.90	26.1	3.03	278	0.83	65.5	73.0%	27.0%
277	Attempt to verify the true identity of prisoner prior to booking.	3.52	988	1.39	85.9	2.98	278	0.88	63.6	88.2%	11.8%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
226	Prosecute magisterial/municipal court level DUI case.	2.14	987	0.92	39.4	2.98	277	0.84	63.1	73.4%	26.6%
32	Read court papers to determine proper action.	2.64	988	1.11	58.0	2.97	277	0.87	62.4	84.0%	16.0%
141	Enforce court issued order.	2.54	987	1.25	54.2	2.92	278	0.90	58.7	86.2%	13.8%
110	Request NCIC check on suspect, weapon, property, etc.	4.17	989	1.12	96.2	2.91	278	0.92	58.0	92.3%	7.7%
172	Review reports prior to trial.	3.18	987	0.99	76.5	2.88	278	0.90	56.8	91.1%	8.9%
14	Review recent court ruling.	2.60	988	0.83	55.6	2.88	276	0.87	56.6	72.6%	27.4%
354	Screen access to police records (criminal, accident, etc.).	1.98	987	1.32	31.2	2.86	275	0.90	55.6	71.5%	28.5%
329	Obtain arrest warrants.	2.92	989	1.13	69.0	2.86	276	0.86	54.2	92.6%	7.4%
321	Pick up children on court orders.	1.67	989	0.79	18.1	2.84	276	0.87	53.3	81.8%	18.2%
225	Obtain confinement order from Family Court to keep juvenile jailed.	1.45	987	0.70	9.6	2.83	278	0.87	52.3	69.4%	30.6%
80	Update records of warrants served.	1.98	986	1.26	30.8	2.83	277	1.02	51.9	70.9%	29.1%
81	Discuss case with prosecutor before and after legal proceedings.	2.52	989	0.90	52.6	2.81	277	0.82	49.3	79.3%	20.7%
293	Refer to S.C. Code of Laws for information.	3.84	989	1.09	91.5	2.79	278	0.87	47.9	96.7%	3.3%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
229	Receive and pass along information about recent crimes at squad meetings.	3.59	986	1.52	87.1	2.77	278	0.91	45.3	93.4%	6.6%
264	Review other officers' cases to be presented to Grand Jury or trial.	1.60	988	0.84	14.8	2.76	278	0.91	44.6	54.1%	45.9%
372	Obtain court order before fingerprinting or photographing a juvenile.	1.30	988	0.65	4.9	2.73	277	0.93	41.1	76.8%	23.2%
339	Utilize criminal records to aid in investigation.	2.63	987	1.22	57.3	2.72	275	0.76	40.6	65.2%	34.8%
154	Fingerprint prisoners.	1.64	987	1.16	16.4	2.72	278	0.93	40.4	70.2%	29.8%
120	Secure house or business.	3.08	988	1.31	74.2	2.68	277	0.87	37.6	91.9%	8.1%
246	Determine whether incidents are criminal or civil in nature.	3.88	989	1.38	91.8	2.67	278	0.80	37.1	93.7%	6.3%
79	Dispose of evidence no longer needed or upon court order.	1.80	989	0.98	22.8	2.63	278	0.95	35.2	52.2%	47.8%
189	Obtain and present suspect's criminal record for bond hearing.	2.55	986	1.34	54.7	2.57	278	0.84	29.1	88.1%	11.9%
256	Take statements from witnesses or victims of accident.	2.51	989	1.35	52.3	2.56	277	0.75	28.6	95.6%	4.4%
356	Testify in administrative hearings.	1.90	989	0.84	26.8	2.53	275	0.81	26.8	84.9%	15.1%
165	Issue citations in traffic accidents.	2.68	988	1.54	59.2	2.47	278	0.80	24.2	94.8%	5.2%
161	Confer with probation officer during investigation of suspect.	2.01	989	1.04	34.0	2.47	277	0.81	23.9	77.1%	22.9%
47	Serve subpoenas.	1.93	988	1.10	29.3	2.46	278	0.85	23.0	87.5%	12.5%
201	Check drivers for proper license.	4.17	987	1.27	96.5	2.45	278	0.77	22.3	96.7%	3.3%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
82	Appear for testimony in legal proceedings without being called to testify.	2.06	988	0.97	35.4	2.42	278	0.98	21.4	85.1%	14.9%
46	Attach property under court order.	1.23	988	0.61	2.6	2.42	276	0.94	20.9	63.7%	36.3%
279	Maintain knowledge of community resources.	3.69	989	1.33	89.0	2.41	278	0.73	20.7	83.6%	16.4%
200	Handle records at headquarters.	2.53	987	1.56	53.3	2.41	276	0.90	20.4	68.4%	31.6%
45	Collect fines when under court order.	1.19	988	0.68	1.9	2.38	278	1.04	18.5	67.7%	32.3%
320	Attend bail bond hearings.	2.13	988	1.17	38.3	2.31	275	0.77	15.0	92.2%	7.8%
306	Notify witnesses to appear without subpoena.	2.33	987	1.17	46.2	2.30	276	0.84	13.8	93.7%	6.3%
352	Locate documents and information in records system.	3.04	988	1.42	73.2	2.30	274	0.65	13.6	75.6%	24.4%
231	Serve summons to witnesses.	1.90	989	1.06	26.3	2.29	278	0.74	12.4	92.5%	7.5%
194	Use speedometer to clock speeders.	2.62	986	1.52	56.8	2.29	277	0.95	12.2	77.2%	22.8%
182	Serve civil process papers.	1.54	988	1.01	12.4	2.25	277	0.92	10.1	78.9%	21.1%
232	Serve eviction notices.	1.29	989	0.75	3.8	2.21	278	1.00	8.5	79.2%	20.8%
235	Instruct suspect on process for obtaining an attorney.	2.55	988	1.25	55.2	2.14	278	0.79	5.6	93.3%	6.7%
407	Issue parking violations (meters, handicap, do not park zones).	2.24	989	1.29	43.0	2.05	276	0.64	4.0	94.3%	5.7%
35	Check individual businesses for compliance with licensing requirements.	1.51	989	0.83	11.5	1.95	277	0.68	2.1	63.7%	36.3%

21. Process Arrested Persons

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
218	Check weapons in and out of detention facility.	2.83	988	1.64	65.7	3.40	277	1.14	84.0	93.4%	6.6%
180	Use (OC) Pepper Gas to subdue suspects.	1.85	988	0.78	24.9	3.31	277	0.90	80.0	82.7%	17.3%
331	Photograph crime scenes.	2.19	989	1.19	41.3	3.10	275	0.90	68.5	28.1%	71.9%
153	Dust and lift latent fingerprints.	1.99	988	1.14	31.5	3.01	277	0.86	65.0	35.4%	64.6%
277	Attempt to verify the true identity of prisoner prior to booking.	3.52	988	1.39	85.9	2.98	278	0.88	63.6	88.2%	11.8%
275	Photograph latent fingerprints.	1.37	989	0.78	7.0	2.82	278	0.93	50.7	26.3%	73.7%
340	Make use of polygraph in investigation.	1.29	989	0.62	4.0	2.77	275	0.83	45.5	35.7%	64.3%
334	Take photograph of line-ups.	1.41	986	0.78	8.5	2.74	276	0.89	42.3	44.0%	56.0%
372	Obtain court order before fingerprinting or photographing a juvenile.	1.30	988	0.65	4.9	2.73	277	0.93	41.1	76.8%	23.2%
154	Fingerprint prisoners.	1.64	987	1.16	16.4	2.72	278	0.93	40.4	70.2%	29.8%
33	Use alternatives to photographs for identifications (artists' sketches, etc.).	1.71	989	0.88	18.8	2.61	277	0.90	33.1	33.9%	66.1%
308	Book prisoner by completing forms.	3.04	987	1.50	73.7	2.54	276	0.81	27.7	92.6%	7.4%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
257	Photograph accident scenes.	1.81	989	0.99	23.7	2.54	278	0.76	27.2	69.9%	30.1%
216	Photograph prisoner as part of booking process.	1.71	988	1.27	18.5	2.35	277	0.85	17.8	78.7%	21.3%
15	Fingerprint persons for other than criminal reasons (job applications).	1.58	989	0.98	13.8	1.86	277	0.77	0.9	71.9%	28.1%

22. Engage in Problem Solving

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	2.03	988	1.26	34.7	3.92	276	1.05	96.0	39.6%	60.4%
367	Interview child sexual assault victims.	1.74	989	0.78	20.4	3.48	277	0.90	87.6	25.1%	74.9%
366	Interview adult sexual assault victims.	1.86	988	0.83	25.1	3.36	276	0.88	82.4	30.5%	69.5%
228	Provide courtroom security.	1.91	988	1.01	27.5	3.29	278	1.04	79.1	70.5%	29.5%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.).	3.30	988	1.24	80.5	3.17	277	1.02	73.0	92.5%	7.5%
148	Determine need for specialized assistance at crime scene.	2.93	987	1.28	69.7	3.14	278	0.90	72.3	68.9%	31.1%
251	Interview or interrogate suspects.	3.39	989	1.32	82.2	3.11	278	0.87	69.5	48.3%	51.7%
187	Provide protective escort for public figures.	1.71	988	0.82	19.0	3.10	278	1.05	69.2	48.3%	51.7%
242	Examine evidence and personal property from crime scenes.	2.47	989	1.25	51.2	3.09	278	0.85	68.1	43.5%	56.5%
362	Calm alarmed or panicked person or crowd.	2.76	989	1.19	61.7	3.04	276	0.93	66.0	86.6%	13.4%
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	4.30	983	1.29	98.1	2.97	278	0.94	62.9	90.4%	9.6%
198	Identify and patrol potential trouble spots in assigned area.	4.28	988	1.28	97.9	2.94	277	0.82	59.4	93.7%	6.3%
172	Review reports prior to trial.	3.18	987	0.99	76.5	2.88	278	0.90	56.8	91.1%	8.9%
354	Screen access to police records (criminal, accident, etc.).	1.98	987	1.32	31.2	2.86	275	0.90	55.6	71.5%	28.5%
168	Test operating condition of vehicle.	2.62	988	1.74	56.3	2.79	278	1.02	48.6	78.1%	21.9%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
131	Mark valuable items for persons when securing in departmental property room.	2.05	989	1.26	35.2	2.74	278	0.91	43.0	76.7%	23.3%
387	Conduct an investigation at a public/private school.	1.99	989	1.03	31.7	2.74	277	0.79	42.0	65.0%	35.0%
374	Secure and protect valuable items (voting boxes, money, etc.).	1.95	988	1.13	30.0	2.71	276	0.90	39.0	86.1%	13.9%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
120	Secure house or business.	3.08	988	1.31	74.2	2.68	277	0.87	37.6	91.9%	8.1%
21	Mediate civil disputes.	3.33	987	1.51	81.5	2.64	278	1.02	35.9	80.5%	19.5%
278	Develop familiarity with structure of community or neighborhood.	3.80	988	1.42	90.6	2.61	277	0.83	32.6	84.8%	15.2%
132	Perform property checks while owners are absent.	3.41	987	1.53	83.3	2.56	277	0.88	28.4	93.3%	6.7%
286	Establish rapport with residents or businesses in patrol area.	4.08	987	1.27	95.5	2.53	278	0.76	27.0	92.9%	7.1%
36	Advise crime victims of crime prevention programs.	2.89	989	1.33	68.3	2.52	276	0.78	26.3	72.0%	28.0%
128	Communicate information on an informal basis to other law enforcement groups.	3.19	987	1.24	77.0	2.49	278	0.79	24.4	83.4%	16.6%
145	Explain nature of complaints to offenders.	3.97	986	1.29	93.4	2.47	278	0.73	23.2	94.5%	5.5%
380	Obtain information from various community groups for investigative purpose.	2.34	989	1.12	46.5	2.44	277	0.71	22.1	66.3%	33.7%
279	Maintain knowledge of community resources.	3.69	989	1.33	89.0	2.41	278	0.73	20.7	83.6%	16.4%
102	Establish field contacts with citizens in patrol area.	3.49	989	1.37	85.7	2.41	278	0.76	20.0	93.0%	7.0%
297	Patrol on foot.	3.03	987	1.44	72.3	2.40	278	0.82	19.5	96.3%	3.7%
379	Know various concepts of community trends.	2.89	989	1.29	68.1	2.34	277	0.69	17.6	72.9%	27.1%
280	Direct information requests to appropriate authorities.	3.63	989	1.27	87.8	2.34	278	0.69	17.1	88.5%	11.5%
260	Seek to involve the community in various police supported projects.	1.94	989	0.97	29.8	2.33	278	0.69	16.4	63.7%	36.3%
130	Conduct crime prevention meetings.	1.48	989	0.78	10.3	2.32	278	0.72	15.7	47.4%	52.6%
328	Explain departmental policies to individuals or community groups.	2.71	989	1.21	60.6	2.31	276	0.75	14.8	70.9%	29.1%
78	Participate in ride-along programs where the community is offered a look at departmental operations.	1.99	989	0.99	31.9	2.31	276	0.89	14.6	69.5%	30.5%
112	Respond to non-criminal calls for service and assistance.	4.04	989	1.33	94.6	2.31	277	0.78	14.3	94.4%	5.6%
38	Visit schools.	2.31	987	1.19	45.1	2.30	277	0.77	12.9	71.7%	28.3%
315	Participate in community relations programs.	2.11	988	0.99	37.3	2.28	275	0.64	11.7	66.7%	33.3%
390	Refer juveniles to social service agencies for reasons other than prosecution.	1.81	989	0.91	23.5	2.27	277	0.75	11.5	80.0%	20.0%
221	Conduct formal or informal residential or business security surveys.	1.79	989	1.16	22.3	2.25	276	0.76	10.8	65.8%	34.2%
388	Visit schools for presentation purposes.	1.76	989	0.95	21.1	2.25	277	0.66	10.3	65.5%	34.5%
106	Answer general questions or information requests from public.	4.44	989	0.98	99.1	2.23	278	0.70	9.4	89.6%	10.4%
222	Organize neighborhood watch groups.	1.29	987	0.65	4.5	2.23	278	0.71	9.2	46.1%	53.9%
389	Refer suspect to alcohol/drug treatment program after a DUI arrest.	1.83	989	0.94	23.9	2.21	277	0.75	8.7	80.8%	19.2%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
317	Confer with juvenile counselor.	1.86	988	0.93	25.4	2.19	275	0.64	7.5	83.1%	16.9%
183	Direct persons to technical emergency services as needed (gas, electric, phone).	2.25	988	1.11	43.4	2.18	277	0.79	6.8	88.8%	11.2%
87	Conduct a patrol on a bicycle.	1.23	989	0.68	3.5	2.16	277	0.92	6.3	44.4%	55.6%
105	Refer persons to other public agencies.	3.72	989	1.16	89.7	2.11	278	0.68	4.9	91.9%	8.1%
207	Explain point system to violators.	2.88	989	1.46	67.8	2.01	278	0.64	3.3	94.8%	5.2%
37	Distribute material for public relations.	2.00	988	1.02	33.3	1.99	277	0.69	2.6	74.4%	25.6%

23. Ensure the Rights of Individuals

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
303	Communicate with potential suicide victim.	2.14	988	0.95	39.2	3.86	276	0.98	94.8	44.6%	55.4%
17	Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.	1.84	989	0.79	24.2	3.55	278	0.86	89.9	35.2%	64.8%
385	Initiate mandatory arrest in a domestic violence incident.	2.81	989	1.22	64.1	3.49	277	1.00	88.3	94.4%	5.6%
367	Interview child sexual assault victims.	1.74	989	0.78	20.4	3.48	277	0.90	87.6	25.1%	74.9%
366	Interview adult sexual assault victims.	1.86	988	0.83	25.1	3.36	276	0.88	82.4	30.5%	69.5%
53	Advise persons of constitutional rights.	3.60	989	1.21	87.3	3.36	277	1.00	82.2	95.9%	4.1%
384	Conduct on-scene assessment of potential physical abuse of children.	2.19	987	0.98	40.8	3.32	277	0.94	80.8	68.4%	31.6%
399	Take adult victim of abuse or neglect into emergency protective custody.	1.62	988	0.73	16.0	3.28	276	0.95	78.2	85.2%	14.8%
291	Interview child victims of crimes.	2.19	987	1.00	41.1	3.27	277	0.93	77.9	38.3%	61.7%
364	Provide protection to threatened persons.	2.45	988	1.24	50.2	3.26	277	0.93	76.8	74.7%	25.3%
368	Report elderly abuse or neglect to the Department of Social Services.	1.71	988	0.75	19.2	3.23	277	0.95	75.8	83.9%	16.1%
242	Examine evidence and personal property from crime scenes.	2.47	989	1.25	51.2	3.09	278	0.85	68.1	43.5%	56.5%
365	Refer and/or transport victims of domestic violence to a shelter.	2.12	987	1.01	37.8	3.08	277	0.95	67.1	91.8%	8.2%
362	Calm alarmed or panicked person or crowd.	2.76	989	1.19	61.7	3.04	276	0.93	66.0	86.6%	13.4%
193	Alert potential victims to specific crime threats.	2.82	987	1.24	64.8	3.04	277	0.94	65.7	89.6%	10.4%
69	Verify reliability and credibility of witnesses.	2.96	989	1.30	70.9	2.99	278	0.85	64.1	62.0%	38.0%
184	Provide assistance to emotionally disturbed or mentally retarded persons.	2.54	988	1.12	54.5	2.98	277	0.97	63.4	76.0%	24.0%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	4.30	983	1.29	98.1	2.97	278	0.94	62.9	90.4%	9.6%
400	Search vehicle under authority of a warrant.	1.79	988	0.90	22.1	2.84	276	0.78	53.5	89.1%	10.9%
321	Pick up children on court orders.	1.67	989	0.79	18.1	2.84	276	0.87	53.3	81.8%	18.2%
62	Search victims for personal property/identification.	2.72	989	1.33	60.8	2.83	278	1.01	52.6	92.6%	7.4%
65	Advise victims of crime of their options and rights.	3.63	989	1.30	88.0	2.81	276	0.86	49.5	89.7%	10.3%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.70	984	1.54	59.9	2.79	276	0.90	47.4	60.2%	39.8%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
240	Make preliminary identification of victim.	2.53	986	1.31	53.1	2.78	277	0.82	46.7	88.1%	11.9%
40	Advise parents of their juvenile's violations.	2.92	989	1.13	69.5	2.73	278	0.82	41.3	88.6%	11.4%
191	Explain laws and/or describe hazards to juveniles.	3.19	987	1.24	76.8	2.61	278	0.83	32.9	84.0%	16.0%
274	Interview elderly victims.	2.49	989	1.09	51.4	2.60	278	0.76	32.4	80.7%	19.3%
256	Take statements from witnesses or victims of accident.	2.51	989	1.35	52.3	2.56	277	0.75	28.6	95.6%	4.4%
36	Advise crime victims of crime prevention programs.	2.89	989	1.33	68.3	2.52	276	0.78	26.3	72.0%	28.0%
294	Advise victims how to seek prosecution.	3.48	988	1.34	85.0	2.50	278	0.76	25.4	94.8%	5.2%
19	Assist people who are physically challenged.	2.49	987	0.97	52.1	2.47	278	0.80	23.5	83.8%	16.2%
341	Provide procedural information to prospective witnesses for courtroom appearance.	1.92	988	0.96	27.9	2.46	276	0.78	22.8	67.4%	32.6%
245	Answer victim inquiries regarding progress of a case.	2.83	988	1.22	65.5	2.43	278	0.69	21.6	85.2%	14.8%
255	Inventory personal property of accident victims.	2.01	989	1.16	34.3	2.39	278	0.81	19.0	97.4%	2.6%
318	Talk with families of juveniles.	2.81	988	1.19	64.3	2.33	276	0.65	16.0	86.1%	13.9%
118	Notify citizens of damage to their property.	2.84	989	1.13	66.7	2.28	277	0.75	12.0	92.9%	7.1%
346	Instruct drivers involved to report accident to their insurance company.	2.82	987	1.48	64.6	2.25	275	0.70	11.0	95.1%	4.9%
54	Explain arrest action to onlookers.	2.32	988	1.15	45.3	2.04	278	0.96	3.5	92.2%	7.8%

24. Ensure Equitable Treatment

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
367	Interview child sexual assault victims.	1.74	989	0.78	20.4	3.48	277	0.90	87.6	25.1%	74.9%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
366	Interview adult sexual assault victims.	1.86	988	0.83	25.1	3.36	276	0.88	82.4	30.5%	69.5%
384	Conduct on-scene assessment of potential physical abuse of children.	2.19	987	0.98	40.8	3.32	277	0.94	80.8	68.4%	31.6%
180	Use (OC) Pepper Gas to subdue suspects.	1.85	988	0.78	24.9	3.31	277	0.90	80.0	82.7%	17.3%
228	Provide courtroom security.	1.91	988	1.01	27.5	3.29	278	1.04	79.1	70.5%	29.5%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.).	3.30	988	1.24	80.5	3.17	277	1.02	73.0	92.5%	7.5%
251	Interview or interrogate suspects.	3.39	989	1.32	82.2	3.11	278	0.87	69.5	48.3%	51.7%
187	Provide protective escort for public figures.	1.71	988	0.82	19.0	3.10	278	1.05	69.2	48.3%	51.7%
242	Examine evidence and personal property from crime scenes.	2.47	989	1.25	51.2	3.09	278	0.85	68.1	43.5%	56.5%
362	Calm alarmed or panicked person or crowd.	2.76	989	1.19	61.7	3.04	276	0.93	66.0	86.6%	13.4%
153	Dust and lift latent fingerprints.	1.99	988	1.14	31.5	3.01	277	0.86	65.0	35.4%	64.6%
184	Provide assistance to emotionally disturbed or mentally retarded persons.	2.54	988	1.12	54.5	2.98	277	0.97	63.4	76.0%	24.0%
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	4.30	983	1.29	98.1	2.97	278	0.94	62.9	90.4%	9.6%
175	Talk with leaders of demonstrations.	1.29	988	0.60	4.2	2.94	277	0.95	60.1	42.6%	57.4%
405	Have contact with media at direction of Chief/Sheriff/Supervisor.	1.36	988	0.70	6.6	2.86	277	0.94	54.5	43.8%	56.2%
400	Search vehicle under authority of a warrant.	1.79	988	0.90	22.1	2.84	276	0.78	53.5	89.1%	10.9%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.70	984	1.54	59.9	2.79	276	0.90	47.4	60.2%	39.8%
188	Deliver emergency and/or death messages.	1.77	988	0.83	21.6	2.78	277	0.92	46.9	70.5%	29.5%
158	Recruit informants.	2.07	988	1.20	35.9	2.73	278	0.91	41.8	42.9%	57.1%
154	Fingerprint prisoners.	1.64	987	1.16	16.4	2.72	278	0.93	40.4	70.2%	29.8%
374	Secure and protect valuable items (voting boxes, money, etc.).	1.95	988	1.13	30.0	2.71	276	0.90	39.0	86.1%	13.9%
278	Develop familiarity with structure of community or neighborhood.	3.80	988	1.42	90.6	2.61	277	0.83	32.6	84.8%	15.2%
274	Interview elderly victims.	2.49	989	1.09	51.4	2.60	278	0.76	32.4	80.7%	19.3%
159	Talk with families of suspects.	2.78	988	1.17	62.9	2.59	277	0.80	31.5	78.3%	21.7%
330	Attempt to locate witnesses of crime by knocking on doors, etc.	2.62	987	1.19	56.6	2.55	276	0.76	27.9	91.0%	9.0%
19	Assist people who are physically challenged.	2.49	987	0.97	52.1	2.47	278	0.80	23.5	83.8%	16.2%

Item #	Job Task Item	Mean Frequency	N of Frequency Ratings	SD of Frequency Ratings	Percentile of Frequency	Mean Criticality	N of Criticality Ratings	SD of Criticality Ratings	Percentile of Criticality	Percent for Basic Training	Percent for Advanced Training
380	Obtain information from various community groups for investigative purpose.	2.34	989	1.12	46.5	2.44	277	0.71	22.1	66.3%	33.7%
279	Maintain knowledge of community resources.	3.69	989	1.33	89.0	2.41	278	0.73	20.7	83.6%	16.4%
102	Establish field contacts with citizens in patrol area.	3.49	989	1.37	85.7	2.41	278	0.76	20.0	93.0%	7.0%
255	Inventory personal property of accident victims.	2.01	989	1.16	34.3	2.39	278	0.81	19.0	97.4%	2.6%
379	Know various concepts of community trends.	2.89	989	1.29	68.1	2.34	277	0.69	17.6	72.9%	27.1%
260	Seek to involve the community in various police supported projects.	1.94	989	0.97	29.8	2.33	278	0.69	16.4	63.7%	36.3%
315	Participate in community relations programs.	2.11	988	0.99	37.3	2.28	275	0.64	11.7	66.7%	33.3%
254	Instruct drivers involved in an accident to exchange information.	2.22	988	1.25	41.8	2.24	278	0.74	9.6	97.0%	3.0%
207	Explain point system to violators.	2.88	989	1.46	67.8	2.01	278	0.64	3.3	94.8%	5.2%

IV. References

Noe, D. (2005). BLE Job-Task Analysis Frequency: Response Form Development, Data Capture, and Data Conversion. Columbia, South Carolina: South Carolina Department of Public Safety – Criminal Justice Academy Division and Instructional Standards and Support Section.

Noe, D. (2005). BLE Job-Task Analysis Criticality: Response Form Development, Data Capture, and Data Conversion. Columbia, South Carolina: South Carolina Department of Public Safety – Criminal Justice Academy Division and Instructional Standards and Support Section.

V. Appendix Material

Appendix A. 2005 BLE Job-Task Analysis Items

Basic Law Enforcement Certification Training
Job-Task Analysis:
Revised Task List - 2004

1. Check condition and status of patrol vehicle and equipment.
2. Provide escort for merchants' bank deposits.
3. Investigate/Observe suspicious vehicles.
4. Question suspicious persons.
5. Stand continuously for more than half a shift.
6. Participate in large scale searches.
7. Maintain updated information concerning wanted persons, vehicles, etc.
8. Respond to crimes in progress.
9. Respond to high-risk crimes in progress.
10. Serve as switchboard operator and/or dispatcher at headquarters.
11. Assist stranded motorists.
12. Direct traffic using hand signals and gestures.
13. Identify suspected drug samples.
14. Review recent court ruling.

15. Fingerprint persons for other than criminal reasons (job applications).
16. Respond to a hostage situation.
17. Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.
18. Work in plainclothes on special assignment.
19. Assist people who are physically challenged.
20. Give descriptions to other officers.
21. Mediate civil disputes.
22. Perform weather-watch service.
23. Transport medical supplies.
24. Inspect vehicles for compliance with vehicle code.
25. Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.
26. Participate in traffic patrol tactics.
27. Give street directions.
28. Conduct a non-swimming rescue (rope, pole, floatation device).
29. Respond to an incident involving counterfeit money, check fraud and/or forgery.

30. Take custody of lost and found property.
31. Stand for more than eight hours.
32. Read court papers to determine proper action.
33. Use alternatives to photographs for identifications (artists' sketches, etc.).
34. Investigate injuries to prisoners.
35. Check individual businesses for compliance with licensing requirements.
36. Advise crime victims of crime prevention programs.
37. Distribute material for public relations.
38. Visit schools.
39. Pursue fleeing suspect on foot after losing visual contact.
40. Advise parents of their juvenile's violations.
41. Evacuate persons from dangerous and/or life threatening situations.
42. Attend DataMaster refusal hearing as arresting officer.
43. Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.
44. Obtain medical exam for DUI suspect.
45. Collect fines when under court order.

46. Attach property under court order.
47. Serve subpoenas.
48. Administer first aid.
49. Transport injured persons.
50. Administer CPR.
51. Deliver babies.
52. Engage in Emergency Vehicle Response in congested and open areas.
53. Advise persons of constitutional rights.
54. Explain arrest action to onlookers.
55. Request bystanders to assist in an apprehension.
56. Guard prisoners at facilities other than a jail (hospital, doctor, etc.).
57. Participate in strategy/planning for arrests.
58. Search crime scenes for evidence.
59. Search for lost, missing, or wanted persons.
60. Document chain of custody for evidence.

61. Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).
62. Search victims for personal property/identification.
63. Record location of physical evidence at scene.
64. Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.
65. Advise victims of crime of their options and rights.
66. Conduct on-the-scene suspect identification (show-up, one-on-one).
67. Establish modus operandi (M.O.) of a suspect.
68. Review records and pictures of suspects.
69. Verify reliability and credibility of witnesses.
70. Talk with informants.
71. Interview medical personnel to obtain information concerning an incident.
72. Describe contributing factors in accident.
73. Interview drivers of vehicles involved in accident.
74. Measure skidmarks.
75. Take precautions to prevent additional accidents at accident scene.
76. Set priorities and then direct activities at scenes of accident investigations.

77. Inform driver of towed or impounded vehicle's location.
78. Participate in ride-along programs where the community is offered a look at departmental operations.
79. Dispose of evidence no longer needed or upon court order.
80. Update records of warrants served.
81. Discuss case with prosecutor before and after legal proceedings.
82. Appear for testimony in legal proceedings without being called to testify.
83. Respond to riot, other large demonstrations, or large gatherings.
84. Participate in firearms training.
85. Participate in physical training.
86. Subdue suspect using grips or holds.
87. Conduct a patrol on a bicycle.
88. Use impact weapon other than PR-24 and straight baton to subdue suspects.
89. Fill out field interrogation card.
90. Monitor the compliance of taxicabs with regulations.
91. Assist bail bondsman in taking fugitives into custody.

92. Participate in vice calls involving gambling, illegal liquor or prostitutes.
93. Assist animal control officers.
94. Respond to complaints of voting irregularities at polling places.
95. Check security of property in your assigned area.
96. Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.
97. Check validity of operator's license and vehicle registration.
98. Conduct high speed pursuit in congested and open areas.
99. Administer roadside sobriety test.
100. Operate radar.
101. Check establishments that sell alcohol beverages while on patrol.
102. Establish field contacts with citizens in patrol area.
103. Identify stolen or wanted vehicles.
104. Patrol highways.
105. Refer persons to other public agencies.
106. Answer general questions or information requests from public.
107. Respond to prowler calls.

108. Operate teletype.
109. Manually operate traffic control devices.
110. Request NCIC check on suspect, weapon, property, etc.
111. Conduct initial investigation of crime.
112. Respond to non-criminal calls for service and assistance.
113. Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.
114. Extradite prisoners from other states.
115. Wear body armor on patrol.
116. Respond to "man with gun" calls.
117. Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.
118. Notify citizens of damage to their property.
119. Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.
120. Secure house or business.
121. Obtain personal evidence (handwriting, blood, hair, etc.) from persons.
122. Investigate damage to roadway.

123. Examine dangerous or suspicious objects.
124. Escort hazardous materials.
125. Direct activities of assisting units on scene.
126. Detain persons not under arrest.
127. Secure vehicles after arrests and/or accidents.
128. Communicate information on an informal basis to other law enforcement groups.
129. Investigate trespassing call.
130. Conduct crime prevention meetings.
131. Mark valuable items for persons when securing in departmental property room.
132. Perform property checks while owners are absent.
133. Apprehend juvenile.
134. Refer juveniles under investigation to Family Court or DJJ.
135. Handle complaints involving juveniles informally.
136. Respond to bomb threats and assist in the search for bombs.
137. Detect and stop DUI suspects.

138. Present evidence in legal proceedings.
139. Attend squad meetings prior to going on duty.
140. Update dispatch records of officers on calls.
141. Enforce court issued order.
142. Remove obstructions from roadway.
143. Escort processions (parades).
144. Complete Uniform Crime Report (UCR) incident report form.
145. Explain nature of complaints to offenders.
146. Take into custody person detained by a citizen.
147. Conduct frisk or patdown.
148. Determine need for specialized assistance at crime scene.
149. Track persons from crime scene.
150. Search vehicles for contraband.
151. Collect and preserve evidence and personal property from crime scenes.
152. Climb over a solid wall to pursue a suspect.
153. Dust and lift latent fingerprints.

154. Fingerprint prisoners.
155. Secure and protect crime scene before, during and after processing.
156. Analyze and compare crimes for similarity of modus operandi (M.O.).
157. Conduct surveillance of individuals.
158. Recruit informants.
159. Talk with families of suspects.
160. Interview complainants, witnesses, etc.
161. Confer with probation officer during investigation of suspect.
162. Estimate value of stolen or recovered goods.
163. Conduct photographic surveillance.
164. Identify probable causes of traffic accidents.
165. Issue citations in traffic accidents.
166. Follow-up extent of personal injuries resulting from traffic accidents.
167. Review accident with accident investigators.
168. Test operating condition of vehicle.
169. Test operating condition of vehicle that has been involved in an accident.

170. Verify vehicle title information.
171. Confer with prosecutor prior to obtaining warrant.
172. Review reports prior to trial.
173. Patrol riot stricken, civil disturbance, or high crime areas.
174. Talk with leaders of demonstrations.
175. Forcibly enter residence (kick or force door, etc.).
176. Physically restrain crowds.
177. Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.
178. Use restraining devices (handcuffs, chains).
179. Use (OC) Pepper Gas to subdue suspects.
180. Review reports from proceeding shift prior to going on duty.
181. Serve civil process papers.
182. Direct persons to technical emergency services as needed (gas, electric, phone).
183. Provide assistance to emotionally disturbed or mentally retarded persons.
184. Serve as school crossing guard.

185. Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).
186. Provide protective escort for public figures.
187. Deliver emergency and/or death messages.
188. Obtain and present suspect's criminal record for bond hearing.
189. Maintain knowledge of departmental policies related to use of firearms.
190. Explain laws and/or describe hazards to juveniles.
191. Maintain adequate level of emergency supplies and equipment in police car.
192. Alert potential victims to specific crime threats.
193. Use speedometer to clock speeders.
194. Fight various types of fires (grass, forest, vehicle, house, etc.).
195. Inspect patrol vehicle for weapons or contraband.
196. Investigate suspicious activity.
197. Identify and patrol potential trouble spots in assigned area.
198. Operate radio in patrol car.
199. Handle records at headquarters.

200. Check drivers for proper license.
201. Explain state vehicle laws and procedures to citizens.
202. Issue verbal warnings.
203. Make vehicle stops to effect felony arrests.
204. Transport prisoners other than to jail.
205. Conduct follow-up investigation of crime.
206. Explain point system to violators.
207. Advise property owners of potentially hazardous conditions.
208. Comfort emotionally upset persons.
209. Investigate unusual odors or sounds.
210. Transport property or evidence.
211. Deliver emergency supplies and equipment.
212. Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.
213. Sit continuously for more than half a shift.
214. Establish barrier or roadblock using patrol vehicle to capture suspect.
215. Photograph prisoner as part of booking process.

- 216. Detain mentally ill person without court order.
- 217. Check weapons in and out of detention facility.
- 218. Search with a court issued search warrant.
- 219. Request for verification of warrants before service.
- 220. Conduct formal or informal residential or business security surveys.
- 221. Organize neighborhood watch groups.
- 222. Confer with investigator assigned to juvenile operations.
- 223. Take juveniles into protective custody.
- 224. Obtain confinement order from Family Court to keep juvenile jailed.
- 225. Prosecute magisterial/municipal court level DUI case.
- 226. Arrest DUI suspects.
- 227. Provide courtroom security.
- 228. Receive and pass along information about recent crimes at squad meetings.
- 229. Pursue suspect by jumping over low obstacles.
- 230. Serve summons to witnesses.
- 231. Serve eviction notices.

- 232. Operate vehicle in rain.
- 233. Arrest persons with a warrant.
- 234. Instruct suspect on process for obtaining an attorney.
- 235. Transport prisoners.
- 236. Conduct warrantless search.
- 237. Participate in raids.
- 238. Obtain search warrants.
- 239. Make preliminary identification of victim.
- 240. Diagram crime scenes.
- 241. Examine evidence and personal property from crime scenes.
- 242. Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.
- 243. Witness autopsies.
- 244. Answer victim inquiries regarding progress of a case.
- 245. Determine whether incidents are criminal or civil in nature.
- 246. Aid in investigations and exchange information with other law enforcement agencies.

- 247. Confer with coroner concerning cases.
- 248. Trace stolen goods.
- 249. Conduct investigation from start to finish.
- 250. Interview or interrogate suspects.
- 251. Document statements or confessions from witnesses or suspects.
- 252. Complete collision report form.
- 253. Instruct drivers involved in an accident to exchange information.
- 254. Inventory personal property of accident victims.
- 255. Take statements from witnesses or victims of accident.
- 256. Photograph accident scenes.
- 257. Review accident with insurance investigators.
- 258. Determine status of auto insurance.
- 259. Seek to involve the community in various police supported projects.
- 260. Inventory impounded vehicles.
- 261. Investigate police applicant's background.
- 262. Review warrants ensuring that they are valid prior to service.

- 263. Review other officers' cases to be presented to Grand Jury or trial.
- 264. Control nonviolent crowds.
- 265. Climb over chain link fence to pursue a suspect.
- 266. Discharge weapon at a person.
- 267. Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.
- 268. Break up fights involving two or more people.
- 269. Use baton to subdue suspects.
- 270. Write follow-up reports on original incident.
- 271. Monitor tow vehicle operator's compliance with regulations.
- 272. Deal with incidents involving shoplifting.
- 273. Interview elderly victims.
- 274. Photograph latent fingerprints.
- 275. Adhere to departmental policies relative to high speed chases.
- 276. Attempt to verify the true identity of prisoner prior to booking.
- 277. Develop familiarity with structure of community or neighborhood.
- 278. Maintain knowledge of community resources.

- 279. Direct information requests to appropriate authorities.
- 280. Refer gun permit inquiries to appropriate authorities.
- 281. Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.)
- 282. Destroy injured or rabid animals.
- 283. Identify wanted suspects.
- 284. Mediate family disputes.
- 285. Respond as back-up.
- 286. Establish rapport with residents or businesses in patrol area.
- 287. Request driver's license (D.L.) check with computer.
- 288. Investigate criminal activities involving drugs.
- 289. Make vehicle stop to effect misdemeanor arrest.
- 290. Attend in-service training.
- 291. Interview child victims of crimes.
- 292. Search inside business or residence for suspect.
- 293. Refer to S.C. Code of Laws for information.
- 294. Advise victims how to seek prosecution.

- 295. Control stray livestock.
- 296. Make entries in patrol log.
- 297. Patrol on foot.
- 298. Transport animals.
- 299. Impound property.
- 300. Evaluate driver's capability to operate vehicle.
- 301. Issue warning tickets.
- 302. Plan temporary traffic detours.
- 303. Communicate with potential suicide victim.
- 304. Consult with supervisor to determine proper action.
- 305. Push stalled vehicle out of traffic lane.
- 306. Notify witnesses to appear without subpoena.
- 307. Locate owners of recovered property.
- 308. Book prisoner by completing forms.
- 309. Locate persons using information from utility companies, schools, etc.
- 310. Disarm suspects.

- 311. Inspect vehicles for fresh damage.
- 312. Coordinate tactical operations.
- 313. Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).
- 314. Investigate alcoholic beverage regulations violations.
- 315. Participate in community relations programs.
- 316. Respond to general information questions from the public.
- 317. Confer with juvenile counselor.
- 318. Talk with families of juveniles.
- 319. Secure disaster scenes.
- 320. Attend bail bond hearings.
- 321. Pick up children on court orders.
- 322. Serve mental health commitments orders.
- 323. Operate vehicle on snow or ice covered roads.
- 324. Arrest persons without a warrant.
- 325. Make arrest for traffic charge.
- 326. Use of video and/or audio recording equipment.

- 327. Search incident to arrest.
- 328. Present departmental policies to individuals or community groups.
- 329. Obtain arrest warrants.
- 330. Attempt to locate witnesses of crime by knocking on doors, etc.
- 331. Photograph crime scenes.
- 332. Package evidence.
- 333. Search crime scenes for physical evidence.
- 334. Take photograph of line-ups.
- 335. Gather intelligence on suspected criminals.
- 336. Determine whether recovered property is linked to prior crimes.
- 337. Conduct photo line-ups.
- 338. Review laboratory reports as an aid to investigation.
- 339. Utilize criminal records to aid in investigation.
- 340. Make use of polygraph in investigation.
- 341. Provide procedural information to prospective witnesses for courtroom appearance.
- 342. Control a struggling suspect/prisoner.

- 343. Verify identity of deceased.
- 344. Search dead bodies for evidence.
- 345. Diagram accident scene.
- 346. Instruct drivers involved to report accident to their insurance company.
- 347. Investigate accident to identify point of impact.
- 348. Take measurements at traffic accident scenes.
- 349. Protect traffic accident physical evidence for collection.
- 350. Search accident scenes for physical evidence.
- 351. Control spectator access at accidents.
- 352. Locate documents and information in records system.
- 353. Protect handgun while it is being attacked whether in or out of holster.
- 354. Screen access to police records (criminal, accident, etc.).
- 355. Monitor central alarm board in police department.
- 356. Testify in administrative hearings.
- 357. Escort vehicles or persons through picket lines.
- 358. Draw weapon in line of duty.

- 359. Qualify with authorized (personal “off-duty”) firearms.
- 360. Maintain personal notes on various cases.
- 361. Inventory contents of suspect's vehicle.
- 362. Calm alarmed or panicked person or crowd.
- 363. Enforce litter laws.
- 364. Provide protection to threatened persons.
- 365. Refer and/or transport victims of domestic violence to a shelter.
- 366. Interview adult sexual assault victims.
- 367. Interview child sexual assault victims.
- 368. Report elderly abuse or neglect to the Department of Social Services.
- 369. Confer with school officials on matters pertaining to juveniles.
- 370. Investigate hit and run accident.
- 371. Maintain knowledge of local disaster plans and your individual responsibilities.
- 372. Obtain court order before fingerprinting or photographing a juvenile.
- 373. Detain/jail suspects arrested by merchants or private security personnel.
- 374. Secure and protect valuable items (voting boxes, money, etc.).

- 375. Qualify with department issued firearms.
- 376. Field strip, properly clean and maintain authorized firearms whether personal ("off-duty) or department issued.
- 377. Use flashlight as security tool.
- 378. Drive on skid pad.
- 379. Know various concepts of community trends.
- 380. Obtain information from various community groups for investigative purpose.
- 381. Understand when to properly use the NCIC System.
- 382. Identify evidence at a hate crime.
- 383. Tactical communications (Verbal Judo).
- 384. Conduct on-scene assessment of potential physical abuse of children.
- 385. Initiate mandatory arrest in a domestic violence incident.
- 386. Initiate arrest subsequent to a court order (restraining order).
- 387. Conduct an investigation at a public/private school.
- 388. Visit school for presentation purposes.
- 389. Refer suspect to alcohol/drug treatment program after a DUI arrest.

- 390. Refer juveniles to social service agencies for reasons other than prosecution.
- 391. Complete tow slips on towed vehicles.
- 392. Estimate damage to vehicles and property involved in accidents.
- 393. Protect persons and property from further injury at accident scene.
- 394. Search arrested suspects.
- 395. Use pressure point control on resistive suspect.
- 396. Strike resistive suspect with officer's hands or feet (personal weapons).
- 397. Use a baton retention technique when baton is grabbed by suspect.
- 398. Control a suspect while both of you are on the ground.
- 399. Take adult victim of abuse or neglect into emergency protective custody.
- 400. Search vehicle under authority of a warrant.
- 401. Establish probable cause.
- 402. Take necessary precautions for bloodborne/airborne pathogens.
- 403. Operate DataMaster breath testing device.
- 404. Use deadly force.
- 405. Have contact with media at direction of Chief/Sheriff/Supervisor.

- 406. Investigate hate crimes.
- 407. Issue parking violations (meters, handicap, do not park zones).
- 408. Properly utilize personal protective equipment.
- 409. Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.
- 410. Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements
- 411. Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.
- 412. Run at least 250 yards to catch fleeing suspect.
- 413. Crawl under a fence or gate to assist a victim.
- 414. Change direction quickly pursuing a subject.
- 415. Pursue a suspect over trenches and small ditches.
- 416. Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).
- 417. Climb through windows in order to gain entry.
- 418. Climb through openings/crawl spaces, etc.
- 419. Drag unconscious victims from dangerous situations for at least 20 feet.

- 420. Climb over 4 foot chain link fence to pursue a suspect.
- 421. Pursue suspect up and down 2 flights of stairs.
- 422. Pursue suspect by jumping over low obstacles.
- 423. Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.
- 424. Stoop and/or bend to collect evidence.
- 425. Participate in physical training.
- 426. Pursue suspect over uneven terrain.

Appendix B. 2005 BLE Frequency Survey Booklet

2005
SOUTH CAROLINA
Law Enforcement CERTIFICATION TRAINING
JOB-TASK ANALYSIS INSTRUCTIONS:

FREQUENCY SURVEY

- **PLEASE READ AND FOLLOW ALL INSTRUCTIONS.**
- **IN ORDER TO PARTICIPATE IN THIS SURVEY, YOU MUST BE A CERTIFIED CLASS ONE LAW ENFORCEMENT OFFICER WITH NON-SUPERVISORY DUTIES.**
- **IF YOU ARE NOT A CERTIFIED CLASS ONE LAW ENFORCEMENT OFFICER (*you have not completed basic training at the academy or your certification has lapsed*), PLEASE DO NOT COMPLETE THIS SURVEY.**
- **IF YOU ARE A CERTIFIED CLASS ONE LAW ENFORCEMENT OFFICER BUT ARE ASSIGNED TO NON-LAW ENFORCEMENT DUTIES, PLEASE DO NOT COMPLETE THIS SURVEY.**
- **DO NOT COMPLETE THIS SURVEY IF YOU HAVE LESS THAN ONE YEAR OR MORE THAN FIVE YEARS OF SERVICE.**
- **IF YOU ARE A SUPERVISOR, REGARDLESS OF YEARS OF EXPERIENCE, PLEASE DO NOT COMPLETE THIS SURVEY.**

INSTRUCTIONS FOR COMPLETING THE RESPONSE
FORM

USE A #2 PENCIL ONLY

Name:

Last Name OOOOOOOOOOOOOO

First Name OOOOOOOOOO

Middle Initial O

- Print each letter in the appropriate block.
- Darken in the proper letter bubble under each block.

Date of Birth:

MMDDYYYY (Month – Day – Year)

- Print each number in the appropriate block.
- Darken in the proper number bubble under each block.
- Eight digits are mandatory. **EXAMPLE: May 5, 1972= 05051972**

Gender:

- Darken in the proper bubble indicating your gender.

☐ Female

☐ Male

Race:

- Darken in the proper bubble that best describes your race.

☐ Black

☐ White

☐ Native American

☐ Asian

☐ Hispanic

☐ Other

Social Security Number:

- Print each number in the appropriate block.
 - Darken in the proper number bubble under each block.
 - Nine digits are mandatory. **000-00-0000**
- ✓ **NOTE:** *SSN must be correctly entered in order for recertification credit (3 hours) to be received.*

Rank:

- Darken in the proper two-digit code that best describes your job title.

01	Uniformed Patrol Officer
02	Private First Class
03	Corporal
04	Sergeant
05	Lieutenant
06	Captain
07	Major
08	Colonel
09	Chief Deputy
10	Sheriff
11	Deputy Chief
12	Chief
13	Assistant Director
14	Director

Two-digit codes are required--THE ZERO MUST BE INCLUDED!!!**

Department Size:

- Darken in the proper bubble for the number of ***Certified Class One Law Enforcement Officers*** employed by your department or agency.
- The number does not have to be exact, you may estimate.
- **NOTE:** This includes certified personnel **ONLY**.

Department Type:

- Darken in the proper two-digit code that indicates the type of department or agency for which you work.

01	City/Town Police
02	County Police
03	Sheriff's Department
04	State Agency
05	Public Safety (non-College/University)
06	College/University Police/Public Safety
07	Private (e.g., Private College Security, etc.)
08	Fire and EMS only

Two-digit codes are required--THE ZERO MUST BE INCLUDED!!!**

Environment Type:

- What type of area does your department or agency serve?
- Darken the proper code.

- 0 Primarily Rural (i.e., farmland, county, etc.)
- 0 Primarily Urban (i.e., city or town)
- 0 Mixed Urban and Rural

Number of Years of Service:

- The total number of years that **YOU** have worked in law enforcement.
- This includes comparable law enforcement service in other states or at the federal level (including military).
- This includes all years of law enforcement service experience before and after any breaks in service.
- **DO NOT INCLUDE** corrections and/or telecommunications experience.
- Round off to the next highest year (*i.e., if you have 3.5 years experience, mark 4 years*).
- Two digits are required (*i.e., 4 years is marked as 04*).

Educational Level:

Darken in the **two-digit code** that indicates the highest level of education that you have completed.

- 01 GED
- 02 High School Graduate
- 03 Two-year degree
- 04 Four-year degree
- 05 Graduate level work (not completed)
- 06 Masters-level degree
- 07 Post Masters Degree work (not completed)
- 08 Doctorate
- 09 JD
- 10 Other

Response Form Instructions:

- Spaces are provided for responses to items contained in the booklet.
- The ***FREQUENCY*** Booklet is asking, "How often do you do these tasks?" The scales and instructions are printed at the top of each answer page.

EQUIPMENT LIST CHECK-OFF SHEET:

- At the end of your answer sheet there is the Equipment Assessment.
- Please mark YES (Y) or NO (N) for each item in the corresponding column. First answer the "Is it available?" question and then the "Do you use it?" question.
- Remember, this is a survey, not a test!!!!
- There are no right or wrong answers!!!
- Your responses are based on **YOUR EXPERIENCE** and **YOUR JUDGMENT!!**
- You will have plenty of time to complete this survey and you will receive 3 hours recertification credit for your participation.
- Report survey participation as **ELECTIVE HOURS** on the MRN form.
- **PLEASE TURN THE PAGE AND BEGIN NOW.**

South Carolina Basic Law Enforcement Certification Training Job-Task Analysis Survey

On the answer sheet provided, mark the key LETTER which best describes HOW OFTEN you perform each task. Be sure to enter your response in the correct space.

	NEVER A	INFREQUENTLY B	MONTHLY C	WEEKLY D	DAILY E
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
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21.					
22.					
23.					
24.					

25. Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.
26. Participate in traffic patrol tactics.
27. Respond to requests for street directions.
28. Conduct a non-swimming rescue (rope, pole, floatation device).
29. Respond to an incident involving counterfeit money, check fraud and/or forgery.
30. Take custody of lost and found property.
31. Stand for more than eight hours.
32. Read court papers to determine proper action.
33. Use alternatives to photographs for identifications (artists' sketches, etc.).
34. Investigate injuries to prisoners.
35. Check individual businesses for compliance with licensing requirements.
36. Advise crime victims of crime prevention programs.
37. Distribute material for public relations.
38. Visit schools.
39. Pursue fleeing suspect on foot after losing visual contact.
40. Advise parents of their juvenile's violations.
41. Evacuate persons from dangerous and/or life threatening situations.
42. Attend DataMaster refusal hearing as arresting officer.
43. Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.
44. Obtain medical exam for DUI suspect.
45. Collect fines when under court order.
46. Attach property under court order.
47. Serve subpoenas.
48. Administer first aid.
49. Transport injured persons.
50. Administer CPR.
51. Deliver babies.
52. Engage in Emergency Vehicle Response in congested and open areas.
53. Advise persons of constitutional rights.

54. Explain arrest action to onlookers.
55. Request bystanders to assist in an apprehension.
56. Guard prisoners at facilities other than a jail (hospital, doctor, etc.).
57. Participate in strategy/planning for arrests.
58. Search crime scenes for evidence.
59. Search for lost, missing, or wanted persons.
60. Document chain of custody for evidence.
61. Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).
62. Search victims for personal property/identification.
63. Record location of physical evidence at scene.
64. Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.
65. Advise victims of crime of their options and rights.
66. Conduct on-the-scene suspect identification (show-up, one-on-one).
67. Establish modus operandi (M.O.) of a suspect.
68. Review records and pictures of suspects.
69. Verify reliability and credibility of witnesses.
70. Talk with informants.
71. Interview medical personnel to obtain information concerning an incident.
72. Describe contributing factors in accident.
73. Interview drivers of vehicles involved in accident.
74. Measure skidmarks.
75. Take precautions to prevent additional accidents at accident scene.
76. Set priorities and then direct activities at scenes of accident investigations.
77. Inform driver of towed or impounded vehicle's location.
78. Participate in ride-along programs where the community is offered a look at departmental operations.
79. Dispose of evidence no longer needed or upon court order.
80. Update records of warrants served.
81. Discuss case with prosecutor before and after legal proceedings.
82. Appear for testimony in legal proceedings without being called to testify.
83. Respond to riot, other large demonstrations, or large gatherings.

84. Participate in firearms training.
85. Participate in physical training.
86. Subdue suspect using grips or holds.
87. Conduct a patrol on a bicycle.
88. Use impact weapon other than PR-24 and straight baton to subdue suspects.
89. Fill out field interrogation card.
90. Monitor the compliance of taxicabs with regulations.
91. Assist bail bondsman in taking fugitives into custody.
92. Participate in vice calls involving gambling, illegal liquor or prostitutes.
93. Assist animal control officers.
94. Respond to complaints of voting irregularities at polling places.
95. Check security of property in your assigned area.
96. Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.
97. Check validity of operator's license and vehicle registration.
98. Conduct high speed pursuit in congested and open areas.
99. Administer roadside sobriety test.
100. Operate radar.
101. Check establishments that sell alcohol beverages while on patrol.
102. Establish field contacts with citizens in patrol area.
103. Identify stolen or wanted vehicles.
104. Patrol highways.
105. Refer persons to other public agencies.
106. Answer general questions or information requests from public.
107. Respond to prowler calls.
108. Operate teletype.
109. Manually operate traffic control devices.
110. Request NCIC check on suspect, weapon, property, etc.
111. Conduct initial investigation of crime.
112. Respond to non-criminal calls for service and assistance.
113. Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.

114. Extradite prisoners from other states.
115. Wear body armor on patrol.
116. Respond to "man with gun" calls.
117. Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.
118. Notify citizens of damage to their property.
119. Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.
120. Secure house or business.
121. Obtain personal evidence (handwriting, blood, hair, etc.) from persons.
122. Investigate damage to roadway.
123. Examine dangerous or suspicious objects.
124. Escort hazardous materials.
125. Direct activities of assisting units on scene.
126. Detain persons not under arrest.
127. Secure vehicles after arrests and/or accidents.
128. Communicate information on an informal basis to other law enforcement groups.
129. Investigate trespassing call.
130. Conduct crime prevention meetings.
131. Mark valuable items for persons when securing in departmental property room.
132. Perform property checks while owners are absent.
133. Apprehend juvenile.
134. Refer juveniles under investigation to Family Court or DJJ.
135. Handle complaints involving juveniles informally.
136. Respond to bomb threats and assist in the search for bombs.
137. Detect and stop DUI suspects.
138. Present evidence in legal proceedings.
139. Attend squad meetings prior to going on duty.
140. Update dispatch records of officers on calls.
141. Enforce court issued order.
142. Remove obstructions from roadway.

143. Escort processions (parades).
144. Complete Uniform Crime Report (UCR) incident report form.
145. Explain nature of complaints to offenders.
146. Take into custody person detained by a citizen.
147. Conduct frisk or patdown.
148. Determine need for specialized assistance at crime scene.
149. Track persons from crime scene.
150. Search vehicles for contraband.
151. Collect and preserve evidence and personal property from crime scenes.
152. Climb over a solid wall to pursue a suspect.
153. Dust and lift latent fingerprints.
154. Fingerprint prisoners.
155. Secure and protect crime scene before, during and after processing.
156. Analyze and compare crimes for similarity of modus operandi (M.O.).
157. Conduct surveillance of individuals.
158. Recruit informants.
159. Talk with families of suspects.
160. Interview complainants, witnesses, etc.
161. Confer with probation officer during investigation of suspect.
162. Estimate value of stolen or recovered goods.
163. Conduct photographic surveillance.
164. Identify probable causes of traffic accidents.
165. Issue citations in traffic accidents.
166. Follow-up extent of personal injuries resulting from traffic accidents.
167. Review accident with accident investigators.
168. Test operating condition of vehicle.
169. Test operating condition of vehicle that has been involved in an accident.
170. Verify vehicle title information.
171. Confer with prosecutor prior to obtaining warrant.
172. Review reports prior to trial.
173. Patrol riot stricken, civil disturbance, or high crime areas.
174. Destroy injured or rabid animals.

- 175. Talk with leaders of demonstrations.
- 176. Forcibly enter residence (kick or force door, etc.).
- 177. Physically restrain crowds.
- 178. Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.
- 179. Use restraining devices (handcuffs, chains, etc.).
- 180. Use (OC) Pepper Gas to subdue suspects.
- 181. Review reports from proceeding shift prior to going on duty.
- 182. Serve civil process papers.
- 183. Direct persons to technical emergency services as needed (gas, electric, phone).
- 184. Provide assistance to emotionally disturbed or mentally retarded persons.
- 185. Serve as school crossing guard.
- 186. Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).
- 187. Provide protective escort for public figures.
- 188. Deliver emergency and/or death messages.
- 189. Obtain and present suspect's criminal record for bond hearing.
- 190. Maintain knowledge of departmental policies related to use of firearms.
- 191. Explain laws and/or describe hazards to juveniles.
- 192. Maintain adequate level of emergency supplies and equipment in police car.
- 193. Alert potential victims to specific crime threats.
- 194. Use speedometer to clock speeders.
- 195. Fight various types of fires (grass, forest, vehicle, house, etc.).
- 196. Inspect patrol vehicle for weapons or contraband.
- 197. Investigate suspicious activity.
- 198. Identify and patrol potential trouble spots in assigned area.
- 199. Operate radio in patrol car.
- 200. Handle records at headquarters.
- 201. Check drivers for proper license.
- 202. Explain state vehicle laws and procedures to citizens.

- 203. Issue verbal warnings.
- 204. Make vehicle stops to effect felony arrests.
- 205. Transport prisoners other than to jail.
- 206. Conduct follow-up investigation of crime.
- 207. Explain point system to violators.
- 208. Advise property owners of potentially hazardous conditions.
- 209. Comfort emotionally upset persons.
- 210. Investigate unusual odors or sounds.
- 211. Transport property or evidence.
- 212. Deliver emergency supplies and equipment.
- 213. Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.
- 214. Sit continuously for more than half a shift.
- 215. Establish barrier or roadblock using patrol vehicle to capture suspect.
- 216. Photograph prisoner as part of booking process.
- 217. Detain mentally ill person without court order.
- 218. Check weapons in and out of detention facility.
- 219. Search with a court issued search warrant.
- 220. Request for verification of warrants before service.
- 221. Conduct formal or informal residential or business security surveys.
- 222. Organize neighborhood watch groups.
- 223. Confer with investigator assigned to juvenile operations.
- 224. Take juveniles into protective custody.
- 225. Obtain confinement order from Family Court to keep juvenile jailed.
- 226. Prosecute magisterial/municipal court level DUI case.
- 227. Arrest DUI suspects.
- 228. Provide courtroom security.
- 229. Receive and pass along information about recent crimes at squad meetings.
- 230. Pursue suspect by jumping over low obstacles.
- 231. Serve summons to witnesses.
- 232. Serve eviction notices.

- 233. Operate vehicle in rain.
- 234. Arrest persons with a warrant.
- 235. Instruct suspect on process for obtaining an attorney.
- 236. Transport prisoners.
- 237. Conduct warrantless search.
- 238. Participate in raids.
- 239. Obtain search warrants.
- 240. Make preliminary identification of victim.
- 241. Diagram crime scenes.
- 242. Examine evidence and personal property from crime scenes.
- 243. Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.
- 244. Witness autopsies.
- 245. Answer victim inquiries regarding progress of a case.
- 246. Determine whether incidents are criminal or civil in nature.
- 247. Aid in investigations and exchange information with other law enforcement agencies.
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- 252. Document statements or confessions from witnesses or suspects.
- 253. Complete collision report form.
- 254. Instruct drivers involved in an accident to exchange information.
- 255. Inventory personal property of accident victims.
- 256. Take statements from witnesses or victims of accident.
- 257. Photograph accident scenes.
- 258. Review accident with insurance investigators.
- 259. Determine status of auto insurance.
- 260. Seek to involve the community in various police supported projects.
- 261. Inventory impounded vehicles.
- 262. Investigate police applicant's background.

- 263. Review warrants ensuring that they are valid prior to service.
- 264. Review other officers' cases to be presented to Grand Jury or trial.
- 265. Control nonviolent crowds.
- 266. Climb over chain link fence to pursue a suspect.
- 267. Discharge weapon at a person.
- 268. Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.
- 269. Break up fights involving two or more people.
- 270. Use baton to subdue suspects.
- 271. Write follow-up reports on original incident.
- 272. Monitor tow vehicle operator's compliance with regulations.
- 273. Deal with incidents involving shoplifting.
- 274. Interview elderly victims.
- 275. Photograph latent fingerprints.
- 276. Adhere to departmental policies relative to high speed chases.
- 277. Attempt to verify the true identity of prisoner prior to booking.
- 278. Develop familiarity with structure of community or neighborhood.
- 279. Maintain knowledge of community resources.
- 280. Direct information requests to appropriate authorities.
- 281. Refer gun permit inquiries to appropriate authorities.
- 282. Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc).
- 283. Identify wanted suspects.
- 284. Mediate family disputes.
- 285. Respond as back-up.
- 286. Establish rapport with residents or businesses in patrol area.
- 287. Request driver's license (D.L.) check with computer.
- 288. Investigate criminal activities involving drugs.
- 289. Make vehicle stop to effect misdemeanor arrest.
- 290. Attend in-service training.
- 291. Interview child victims of crimes.
- 292. Search inside business or residence for suspect.

- 293. Refer to S.C. Code of Laws for information.
- 294. Advise victims how to seek prosecution.
- 295. Control stray livestock.
- 296. Make entries in patrol log.
- 297. Patrol on foot.
- 298. Transport animals.
- 299. Impound property.
- 300. Evaluate driver's capability to operate vehicle.
- 301. Issue warning tickets.
- 302. Plan temporary traffic detours.
- 303. Communicate with potential suicide victim.
- 304. Consult with supervisor to determine proper action.
- 305. Push stalled vehicle out of traffic lane.
- 306. Notify witnesses to appear without subpoena.
- 307. Locate owners of recovered property.
- 308. Book prisoner by completing forms.
- 309. Locate persons using information from utility companies, schools, etc.
- 310. Disarm suspects.
- 311. Inspect vehicles for fresh damage.
- 312. Coordinate tactical operations.
- 313. Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).
- 314. Investigate alcoholic beverage regulations violations.
- 315. Participate in community relations programs.
- 316. Respond to general information questions from the public.
- 317. Confer with juvenile counselor.
- 318. Talk with families of juveniles.
- 319. Secure disaster scenes.
- 320. Attend bail bond hearings.
- 321. Pick up children on court orders.
- 322. Serve mental health commitments orders.
- 323. Operate vehicle on snow or ice covered roads.
- 324. Arrest persons without a warrant.

- 325. Make arrest for traffic charge.
- 326. Use video and/or audio recording equipment.
- 327. Search incident to arrest.
- 328. Explain departmental policies to individuals or community groups.
- 329. Obtain arrest warrants.
- 330. Attempt to locate witnesses of crime by knocking on doors, etc.
- 331. Photograph crime scenes.
- 332. Package evidence.
- 333. Search crime scenes for physical evidence.
- 334. Take photograph of line-ups.
- 335. Gather intelligence on suspected criminals.
- 336. Determine whether recovered property is linked to prior crimes.
- 337. Conduct photo line-ups.
- 338. Review laboratory reports as an aid to investigation.
- 339. Utilize criminal records to aid in investigation.
- 340. Make use of polygraph in investigation.
- 341. Provide procedural information to prospective witnesses for courtroom appearance.
- 342. Control a struggling suspect/prisoner.
- 343. Verify identity of deceased.
- 344. Search dead bodies for evidence.
- 345. Diagram accident scene.
- 346. Instruct drivers involved to report accident to their insurance company.
- 347. Investigate accident to identify point of impact.
- 348. Take measurements at traffic accident scenes.
- 349. Protect traffic accident physical evidence for collection.
- 350. Search accident scenes for physical evidence.
- 351. Control spectator access at accidents.
- 352. Locate documents and information in records system.
- 353. Protect handgun while it is being attacked whether in or out of holster.
- 354. Screen access to police records (criminal, accident, etc.).
- 355. Monitor central alarm board in police department.

- 356. Testify in administrative hearings.
- 357. Escort vehicles or persons through picket lines.
- 358. Draw weapon in line of duty.
- 359. Qualify with authorized (personal "off-duty") firearms.
- 360. Maintain personal notes on various cases.
- 361. Inventory contents of suspect's vehicle.
- 362. Calm alarmed or panicked person or crowd.
- 363. Enforce litter laws.
- 364. Provide protection to threatened persons.
- 365. Refer and/or transport victims of domestic violence to a shelter.
- 366. Interview adult sexual assault victims.
- 367. Interview child sexual assault victims.
- 368. Report elderly abuse or neglect to the Department of Social Services.
- 369. Confer with school officials on matters pertaining to juveniles.
- 370. Investigate hit and run accident.
- 371. Maintain knowledge of local disaster plans and your individual responsibilities.
- 372. Obtain court order before fingerprinting or photographing a juvenile.
- 373. Detain/jail suspects arrested by merchants or private security personnel.
- 374. Secure and protect valuable items (voting boxes, money, etc.).
- 375. Qualify with department issued firearms.
- 376. Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.
- 377. Use flashlight as a security tool.
- 378. Drive on skid pad.
- 379. Know various concepts of community trends.
- 380. Obtain information from various community groups for investigative purpose.
- 381. Understand when to properly use the NCIC System.
- 382. Identify evidence at a hate crime.
- 383. Use tactical communications ("Verbal Judo").
- 384. Conduct on-scene assessment of potential physical abuse of children.

- 385. Initiate mandatory arrest in a domestic violence incident.
- 386. Initiate arrest subsequent to a court order (restraining order).
- 387. Conduct an investigation at a public/private school.
- 388. Visit schools for presentation purposes.
- 389. Refer suspect to alcohol/drug treatment program after a DUI arrest.
- 390. Refer juveniles to social service agencies for reasons other than prosecution.
- 391. Complete tow slips on towed vehicles.
- 392. Estimate damage to vehicles and property involved in accidents.
- 393. Protect persons and property from further injury at accident scene.
- 394. Search arrested suspects.
- 395. Use pressure point control on resistive suspect.
- 396. Strike resistive suspect with officer's hands or feet (personal weapons).
- 397. Use a baton retention technique when baton is grabbed by suspect.
- 398. Control a suspect while both of you are on the ground.
- 399. Take adult victim of abuse or neglect into emergency protective custody.
- 400. Search vehicle under authority of a warrant.
- 401. Establish probable cause.
- 402. Take necessary precautions for bloodborne/airborne pathogens.
- 403. Operate DataMaster breath testing device.
- 404. Use deadly force.
- 405. Have contact with media at direction of Chief/Sheriff/Supervisor.
- 406. Investigate hate crimes.
- 407. Issue parking violations (meters, handicap, do not park zones).
- 408. Properly utilize personal protective equipment.
- 409. Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.
- 410. Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.
- 411. Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.

- 412. Run at least 250 yards to catch fleeing suspect.
- 413. Crawl under a fence or gate to assist a victim.
- 414. Change direction quickly pursuing a subject.
- 415. Pursue a suspect over trenches and small ditches.
- 416. Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).
- 417. Climb through windows in order to gain entry.
- 418. Climb through openings/crawl spaces, etc.
- 419. Drag unconscious victims from dangerous situations for at least 20 feet.
- 420. Climb over 4 foot chain link fence to pursue a suspect.
- 421. Pursue suspect up and down 2 flights of stairs.
- 422. Pursue suspect by jumping over low obstacles.
- 423. Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.
- 424. Stoop and/or bend to collect evidence.
- 425. Participate in physical training.
- 426. Pursue suspect over uneven terrain.

**PLEASE COMPLETE THE EQUIPMENT ASSESSMENT
ON THE LAST PAGE OF THE RESPONSE FORM.**

Please See The Next Page.

Basic Law Enforcement Certification Training **Equipment List**

Please Review Each Equipment Item On The Following List

**On The Last Page Of Your Response Form Make The Appropriate
Indication If The Item Is Available For Use**

AND

If You Use The Item During The Course Of YOUR Duties

1. Automobile
2. Baton
3. Binoculars
4. Soft Body Armor (hidden vest, exterior vest)
5. DataMaster
6. Business Directory
7. OC Spray (Pepper)
8. Car Door Lock Opening Device
9. Chemical Agents (other than OC spray)
10. Fire Extinguisher Agents
11. Gasoline Pump
12. Bloodborne Pathogen Protection Equipment
13. First Aid Kit
14. Road Flares
15. Flashlight
16. Flexicuffs
17. Handcuffs
18. Hand-held Police Radio (Walkie-Talkie)
19. Illuminated Traffic Baton
20. Ladder
21. Manual Traffic Control Device
22. Photocopier
23. Public Address System
24. Traffic Cones

25. Alley Lights
26. Radar/Laser Unit
27. Revolver
28. Revolver Speed Loader
29. Rope
30. Semiautomatic Pistol
31. Shotgun
32. Spotlight
33. Police Car Radio
34. Life Ring
35. Lights and Sirens
36. Rubber Gloves
37. Barrier Tape
38. Flotation Vests
39. Ammunition/Magazine/Clips
40. Weapon Cleaning Equipment
41. Fluorescent Vest
42. Knife
43. Ankle Shackles
44. Tire Jack
45. Waist Chains
46. Whistle
47. Mug Shot Camera
48. Rape Victim Evidence Kit
49. Bloodborne Pathogen Clean Up Equipment
50. Mouth Dam
51. WMD Personal Protective Equipment
52. Computer
53. On-Board Computer Terminal (MDT)
54. Fingerprint Kit
55. Drug Field Test Kit
56. Passive Alcohol Sensor

- 57. Taser
- 58. Map of Patrol Area
- 59. Tape Recorder
- 60. On-Board Mobile Video
- 61. Patrol Rifle
- 62. Cell Phone
- 63. G.P.S. System
- 64. Holster (Threat Level 1)
- 65. Holster (Threat Level 2)
- 66. Holster (Threat Level 3)

END OF SURVEY

THANK YOU FOR YOUR PARTICIPATION

Appendix C. 2005 BLE Criticality Survey Booklet

2005
SOUTH CAROLINA
LAW ENFORCEMENT CERTIFICATION TRAINING
JOB-TASK ANALYSIS INSTRUCTIONS:

CRITICALITY SURVEY

- **PLEASE READ AND FOLLOW ALL INSTRUCTIONS.**
- **IN ORDER TO PARTICIPATE IN THIS SURVEY, YOU MUST BE A CERTIFIED CLASS ONE LAW ENFORCEMENT OFFICER WITH ASSIGNED SUPERVISORY DUTIES.**
- **IF YOU ARE NOT A CERTIFIED CLASS ONE LAW ENFORCEMENT OFFICER (*you have not completed basic training at the academy or your certification has lapsed*), PLEASE DO NOT COMPLETE THIS SURVEY.**
- **IF YOU ARE A CERTIFIED CLASS ONE LAW ENFORCEMENT OFFICER BUT ARE NOT ASSIGNED SUPERVISORY DUTIES, PLEASE DO NOT COMPLETE THIS SURVEY.**
- **THIS SURVEY FORM (*four total for each agency*) SHOULD BE COMPLETED BY SUPERVISORY PERSONNEL AS FOLLOWS:**
 - **The Chief, Sheriff or Agency Director;**
 - **The Deputy Chief, Chief Deputy or Assistant Director (i.e., the immediate second in command);**
 - **First Line Supervisors (two chosen by the Chief, Sheriff or Agency Director).**

INSTRUCTIONS FOR COMPLETING THE RESPONSE
FORM

USE A #2 PENCIL ONLY

Name:

Last Name OOOOOOOOOOOOOO

First Name OOOOOOOOOO

Middle Initial O

- **Print each letter in the appropriate block.**
- **Darken in the proper letter bubble under each block.**

Date of Birth:

MMDDYYYY (Month – Day – Year)

- Print each number in the appropriate block.
- Darken in the proper number bubble under each block.
- Eight digits are mandatory. **EXAMPLE: May 5, 1972= 05051972**

Gender:

- Darken in the proper bubble indicating your gender.

☐ Female

☐ Male

Race:

- Darken in the proper bubble that best describes your race.

☐ Black

☐ White

☐ Native American

☐ Asian

☐ Hispanic

☐ Other

Social Security Number:

- Print each number in the appropriate block.
 - Darken in the proper number bubble under each block.
 - Nine digits are mandatory. **000-00-0000**
- ✓ **NOTE:** *SSN must be correctly entered in order for recertification credit (3 hours) to be received.*

Rank:

- Darken in the proper two-digit code that best describes your job title.

01	Uniformed Patrol Officer
02	Private First Class
03	Corporal
04	Sergeant
05	Lieutenant
06	Captain
07	Major
08	Colonel
09	Chief Deputy
10	Sheriff
11	Deputy Chief
12	Chief
13	Assistant Director
14	Director

Two-digit codes are required--THE ZERO MUST BE INCLUDED!!!**

Department Size:

- Darken in the proper bubble for the number of ***Certified Class One Law Enforcement Officers*** employed by your department or agency.
- The number does not have to be exact, you may estimate.
- **NOTE:** This includes certified personnel **ONLY**.

Department Type:

- Darken in the proper two-digit code that indicates the type of department or agency for which you work.

01	City/Town Police
02	County Police
03	Sheriff's Department
04	State Agency
05	Public Safety (non-College/University)
06	College/University Police/Public Safety
07	Private (e.g., Private College Security, etc.)
08	Fire and EMS only

Two-digit codes are required--THE ZERO MUST BE INCLUDED!!!**

Environment Type:

- What type of area does your department or agency serve?
- Darken the proper code.

- 0 Primarily Rural (i.e., farmland, county, etc.)
- 0 Primarily Urban (i.e., city or town)
- 0 Mixed Urban and Rural

Number of Years of Service:

- The total number of years that **YOU** have worked in law enforcement.
- This includes comparable law enforcement service in other states or at the federal level (including military).
- This includes all years of law enforcement service experience before and after any breaks in service.
- **DO NOT INCLUDE** corrections and/or telecommunications experience.
- Round off to the next highest year (*i.e., if you have 3.5 years experience, mark 4 years*).
- Two digits are required (*i.e., 4 years is marked as 04*).

Educational Level:

Darken in the **two-digit code** that indicates the highest level of education that you have completed.

- 01 GED
- 02 High School Graduate
- 03 Two-year degree
- 04 Four-year degree
- 05 Graduate level work (not completed)
- 06 Masters-level degree
- 07 Post Masters Degree work (not completed)
- 08 Doctorate
- 09 JD
- 10 Other

Response Form Instructions:

- Spaces are provided for responses to items contained in the booklet.
- The ***Criticality*** Booklet is asking, "How serious are the consequences if these tasks are performed incorrectly or improperly?"
- The scales and instructions are printed at the top of each answer page.
- Also indicate if the training for the task should occur at the
BASIC OR ADVANCED LEVEL
(please select one only)
- Please mark YES (Y) or NO (N) for each item in the corresponding column. First answer the "Is it available?" question and then the "Do you use it?" question.
- Remember, this is a survey, not a test!!!!
- There are no right or wrong answers!!!
- Your responses are based on **YOUR EXPERIENCE** and **YOUR JUDGMENT!!**
- You will have plenty of time to complete this survey and you will receive 3 hours recertification credit for your participation.
- Report survey participation as **ELECTIVE HOURS** on the MRN form.
- **PLEASE TURN THE PAGE AND BEGIN NOW.**

South Carolina Basic Law Enforcement Certification Training Job-Task Analysis Survey

On the answer sheet provided, mark the key LETTER which best describes the consequences of an INADEQUATELY or IMPROPERLY performed task. Be sure to enter your response in the correct space.

Also, mark whether training for the task should occur in BASIC or ADVANCED.

	NOT IMPORTANT	IMPORTANT	SERIOUS	VERY SERIOUS	DISASTROUS
	A	B	C	D	E
1.	Check condition and status of patrol vehicle and equipment.				
2.	Provide escort for merchants' bank deposits.				
3.	Investigate/Observe suspicious vehicles.				
4.	Question suspicious persons.				
5.	Stand continuously for more than half a shift.				
6.	Participate in large scale searches.				
7.	Maintain updated information concerning wanted persons, vehicles, etc.				
8.	Respond to crimes in progress.				
9.	Respond to high-risk crimes in progress.				
10.	Serve as switchboard operator and/or dispatcher at headquarters.				
11.	Assist stranded motorists.				
12.	Direct traffic using hand signals and gestures.				
13.	Identify suspected drug samples.				
14.	Review recent court ruling.				
15.	Fingerprint persons for other than criminal reasons (job applications).				
16.	Respond to a hostage situation.				
17.	Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.				
18.	Work in plainclothes on special assignment.				
19.	Assist people who are physically challenged.				
20.	Give descriptions to other officers.				
21.	Mediate civil disputes.				

22. Perform weather-watch service.
23. Transport medical supplies.
24. Inspect vehicles for compliance with vehicle code.
25. Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.
26. Participate in traffic patrol tactics.
27. Respond to requests for street directions.
28. Conduct a non-swimming rescue (rope, pole, floatation device).
29. Respond to an incident involving counterfeit money, check fraud and/or forgery.
30. Take custody of lost and found property.
31. Stand for more than eight hours.
32. Read court papers to determine proper action.
33. Use alternatives to photographs for identifications (artists' sketches, etc.).
34. Investigate injuries to prisoners.
35. Check individual businesses for compliance with licensing requirements.
36. Advise crime victims of crime prevention programs.
37. Distribute material for public relations.
38. Visit schools.
39. Pursue fleeing suspect on foot after losing visual contact.
40. Advise parents of their juvenile's violations.
41. Evacuate persons from dangerous and/or life threatening situations.
42. Attend DataMaster refusal hearing as arresting officer.
43. Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.
44. Obtain medical exam for DUI suspect.
45. Collect fines when under court order.
46. Attach property under court order.
47. Serve subpoenas.
48. Administer first aid.
49. Transport injured persons.

50. Administer CPR.
51. Deliver babies.
52. Engage in Emergency Vehicle Response in congested and open areas.
53. Advise persons of constitutional rights.
54. Explain arrest action to onlookers.
55. Request bystanders to assist in an apprehension.
56. Guard prisoners at facilities other than a jail (hospital, doctor, etc.).
57. Participate in strategy/planning for arrests.
58. Search crime scenes for evidence.
59. Search for lost, missing, or wanted persons.
60. Document chain of custody for evidence.
61. Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).
62. Search victims for personal property/identification.
63. Record location of physical evidence at scene.
64. Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.
65. Advise victims of crime of their options and rights.
66. Conduct on-the-scene suspect identification (show-up, one-on-one).
67. Establish modus operandi (M.O.) of a suspect.
68. Review records and pictures of suspects.
69. Verify reliability and credibility of witnesses.
70. Talk with informants.
71. Interview medical personnel to obtain information concerning an incident.
72. Describe contributing factors in accident.
73. Interview drivers of vehicles involved in accident.
74. Measure skidmarks.
75. Take precautions to prevent additional accidents at accident scene.
76. Set priorities and then direct activities at scenes of accident investigations.
77. Inform driver of towed or impounded vehicle's location.
78. Participate in ride-along programs where the community is offered a look at departmental operations.

79. Dispose of evidence no longer needed or upon court order.
80. Update records of warrants served.
81. Discuss case with prosecutor before and after legal proceedings.
82. Appear for testimony in legal proceedings without being called to testify.
83. Respond to riot, other large demonstrations, or large gatherings.
84. Participate in firearms training.
85. Participate in physical training.
86. Subdue suspect using grips or holds.
87. Conduct a patrol on a bicycle.
88. Use impact weapon other than PR-24 and straight baton to subdue suspects.
89. Fill out field interrogation card.
90. Monitor the compliance of taxicabs with regulations.
91. Assist bail bondsman in taking fugitives into custody.
92. Participate in vice calls involving gambling, illegal liquor or prostitutes.
93. Assist animal control officers.
94. Respond to complaints of voting irregularities at polling places.
95. Check security of property in your assigned area.
96. Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.
97. Check validity of operator's license and vehicle registration.
98. Conduct high speed pursuit in congested and open areas.
99. Administer roadside sobriety test.
100. Operate radar.
101. Check establishments that sell alcohol beverages while on patrol.
102. Establish field contacts with citizens in patrol area.
103. Identify stolen or wanted vehicles.
104. Patrol highways.
105. Refer persons to other public agencies.
106. Answer general questions or information requests from public.
107. Respond to prowler calls.

108. Operate teletype.
109. Manually operate traffic control devices.
110. Request NCIC check on suspect, weapon, property, etc.
111. Conduct initial investigation of crime.
112. Respond to non-criminal calls for service and assistance.
113. Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.
114. Extradite prisoners from other states.
115. Wear body armor on patrol.
116. Respond to "man with gun" calls.
117. Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.
118. Notify citizens of damage to their property.
119. Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.
120. Secure house or business.
121. Obtain personal evidence (handwriting, blood, hair, etc.) from persons.
122. Investigate damage to roadway.
123. Examine dangerous or suspicious objects.
124. Escort hazardous materials.
125. Direct activities of assisting units on scene.
126. Detain persons not under arrest.
127. Secure vehicles after arrests and/or accidents.
128. Communicate information on an informal basis to other law enforcement groups.
129. Investigate trespassing call.
130. Conduct crime prevention meetings.
131. Mark valuable items for persons when securing in departmental property room.
132. Perform property checks while owners are absent.
133. Apprehend juvenile.
134. Refer juveniles under investigation to Family Court or DJJ.

135. Handle complaints involving juveniles informally.
136. Respond to bomb threats and assist in the search for bombs.
137. Detect and stop DUI suspects.
138. Present evidence in legal proceedings.
139. Attend squad meetings prior to going on duty.
140. Update dispatch records of officers on calls.
141. Enforce court issued order.
142. Remove obstructions from roadway.
143. Escort processions (parades).
144. Complete Uniform Crime Report (UCR) incident report form.
145. Explain nature of complaints to offenders.
146. Take into custody person detained by a citizen.
147. Conduct frisk or patdown.
148. Determine need for specialized assistance at crime scene.
149. Track persons from crime scene.
150. Search vehicles for contraband.
151. Collect and preserve evidence and personal property from crime scenes.
152. Climb over a solid wall to pursue a suspect.
153. Dust and lift latent fingerprints.
154. Fingerprint prisoners.
155. Secure and protect crime scene before, during and after processing.
156. Analyze and compare crimes for similarity of modus operandi (M.O.).
157. Conduct surveillance of individuals.
158. Recruit informants.
159. Talk with families of suspects.
160. Interview complainants, witnesses, etc.
161. Confer with probation officer during investigation of suspect.
162. Estimate value of stolen or recovered goods.
163. Conduct photographic surveillance.
164. Identify probable causes of traffic accidents.
165. Issue citations in traffic accidents.

166. Follow-up extent of personal injuries resulting from traffic accidents.
167. Review accident with accident investigators.
168. Test operating condition of vehicle.
169. Test operating condition of vehicle that has been involved in an accident.
170. Verify vehicle title information.
171. Confer with prosecutor prior to obtaining warrant.
172. Review reports prior to trial.
173. Patrol riot stricken, civil disturbance, or high crime areas.
174. Destroy injured or rabid animals.
175. Talk with leaders of demonstrations.
176. Forcibly enter residence (kick or force door, etc.).
177. Physically restrain crowds.
178. Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.
179. Use restraining devices (handcuffs, chains, etc.).
180. Use (OC) Pepper Gas to subdue suspects.
181. Review reports from proceeding shift prior to going on duty.
182. Serve civil process papers.
183. Direct persons to technical emergency services as needed (gas, electric, phone).
184. Provide assistance to emotionally disturbed or mentally retarded persons.
185. Serve as school crossing guard.
186. Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).
187. Provide protective escort for public figures.
188. Deliver emergency and/or death messages.
189. Obtain and present suspect's criminal record for bond hearing.
190. Maintain knowledge of departmental policies related to use of firearms.
191. Explain laws and/or describe hazards to juveniles.
192. Maintain adequate level of emergency supplies and equipment in police car.

193. Alert potential victims to specific crime threats.
194. Use speedometer to clock speeders.
195. Fight various types of fires (grass, forest, vehicle, house, etc.).
196. Inspect patrol vehicle for weapons or contraband.
197. Investigate suspicious activity.
198. Identify and patrol potential trouble spots in assigned area.
199. Operate radio in patrol car.
200. Handle records at headquarters.
201. Check drivers for proper license.
202. Explain state vehicle laws and procedures to citizens.
203. Issue verbal warnings.
204. Make vehicle stops to effect felony arrests.
205. Transport prisoners other than to jail.
206. Conduct follow-up investigation of crime.
207. Explain point system to violators.
208. Advise property owners of potentially hazardous conditions.
209. Comfort emotionally upset persons.
210. Investigate unusual odors or sounds.
211. Transport property or evidence.
212. Deliver emergency supplies and equipment.
213. Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.
214. Sit continuously for more than half a shift.
215. Establish barrier or roadblock using patrol vehicle to capture suspect.
216. Photograph prisoner as part of booking process.
217. Detain mentally ill person without court order.
218. Check weapons in and out of detention facility.
219. Search with a court issued search warrant.
220. Request for verification of warrants before service.
221. Conduct formal or informal residential or business security surveys.
222. Organize neighborhood watch groups.

- 223. Confer with investigator assigned to juvenile operations.
- 224. Take juveniles into protective custody.
- 225. Obtain confinement order from Family Court to keep juvenile jailed.
- 226. Prosecute magisterial/municipal court level DUI case.
- 227. Arrest DUI suspects.
- 228. Provide courtroom security.
- 229. Receive and pass along information about recent crimes at squad meetings.
- 230. Pursue suspect by jumping over low obstacles.
- 231. Serve summons to witnesses.
- 232. Serve eviction notices.
- 233. Operate vehicle in rain.
- 234. Arrest persons with a warrant.
- 235. Instruct suspect on process for obtaining an attorney.
- 236. Transport prisoners.
- 237. Conduct warrantless search.
- 238. Participate in raids.
- 239. Obtain search warrants.
- 240. Make preliminary identification of victim.
- 241. Diagram crime scenes.
- 242. Examine evidence and personal property from crime scenes.
- 243. Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.
- 244. Witness autopsies.
- 245. Answer victim inquiries regarding progress of a case.
- 246. Determine whether incidents are criminal or civil in nature.
- 247. Aid in investigations and exchange information with other law enforcement agencies.
- 248. Confer with coroner concerning cases.
- 249. Trace stolen goods.
- 250. Conduct investigation from start to finish.

- 251. Interview or interrogate suspects.
- 252. Document statements or confessions from witnesses or suspects.
- 253. Complete collision report form.
- 254. Instruct drivers involved in an accident to exchange information.
- 255. Inventory personal property of accident victims.
- 256. Take statements from witnesses or victims of accident.
- 257. Photograph accident scenes.
- 258. Review accident with insurance investigators.
- 259. Determine status of auto insurance.
- 260. Seek to involve the community in various police supported projects.
- 261. Inventory impounded vehicles.
- 262. Investigate police applicant's background.
- 263. Review warrants ensuring that they are valid prior to service.
- 264. Review other officers' cases to be presented to Grand Jury or trial.
- 265. Control nonviolent crowds.
- 266. Climb over chain link fence to pursue a suspect.
- 267. Discharge weapon at a person.
- 268. Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.
- 269. Break up fights involving two or more people.
- 270. Use baton to subdue suspects.
- 271. Write follow-up reports on original incident.
- 272. Monitor tow vehicle operator's compliance with regulations.
- 273. Deal with incidents involving shoplifting.
- 274. Interview elderly victims.
- 275. Photograph latent fingerprints.
- 276. Adhere to departmental policies relative to high speed chases.
- 277. Attempt to verify the true identity of prisoner prior to booking.
- 278. Develop familiarity with structure of community or neighborhood.
- 279. Maintain knowledge of community resources.
- 280. Direct information requests to appropriate authorities.

281. Refer gun permit inquiries to appropriate authorities.
282. Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.
283. Identify wanted suspects.
284. Mediate family disputes.
285. Respond as back-up.
286. Establish rapport with residents or businesses in patrol area.
287. Request driver's license (D.L.) check with computer.
288. Investigate criminal activities involving drugs.
289. Make vehicle stop to effect misdemeanor arrest.
290. Attend in-service training.
291. Interview child victims of crimes.
292. Search inside business or residence for suspect.
293. Refer to S.C. Code of Laws for information.
294. Advise victims how to seek prosecution.
295. Control stray livestock.
296. Make entries in patrol log.
297. Patrol on foot.
298. Transport animals.
299. Impound property.
300. Evaluate driver's capability to operate vehicle.
301. Issue warning tickets.
302. Plan temporary traffic detours.
303. Communicate with potential suicide victim.
304. Consult with supervisor to determine proper action.
305. Push stalled vehicle out of traffic lane.
306. Notify witnesses to appear without subpoena.
307. Locate owners of recovered property.
308. Book prisoner by completing forms.
309. Locate persons using information from utility companies, schools, etc.
310. Disarm suspects.

- 311. Inspect vehicles for fresh damage.
- 312. Coordinate tactical operations.
- 313. Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).
- 314. Investigate alcoholic beverage regulations violations.
- 315. Participate in community relations programs.
- 316. Respond to general information questions from the public.
- 317. Confer with juvenile counselor.
- 318. Talk with families of juveniles.
- 319. Secure disaster scenes.
- 320. Attend bail bond hearings.
- 321. Pick up children on court orders.
- 322. Serve mental health commitments orders.
- 323. Operate vehicle on snow or ice covered roads.
- 324. Arrest persons without a warrant.
- 325. Make arrest for traffic charge.
- 326. Use video and/or audio recording equipment.
- 327. Search incident to arrest.
- 328. Explain departmental policies to individuals or community groups.
- 329. Obtain arrest warrants.
- 330. Attempt to locate witnesses of crime by knocking on doors, etc.
- 331. Photograph crime scenes.
- 332. Package evidence.
- 333. Search crime scenes for physical evidence.
- 334. Take photograph of line-ups.
- 335. Gather intelligence on suspected criminals.
- 336. Determine whether recovered property is linked to prior crimes.
- 337. Conduct photo line-ups.
- 338. Review laboratory reports as an aid to investigation.
- 339. Utilize criminal records to aid in investigation.
- 340. Make use of polygraph in investigation.

- 341. Provide procedural information to prospective witnesses for courtroom appearance.
- 342. Control a struggling suspect/prisoner.
- 343. Verify identity of deceased.
- 344. Search dead bodies for evidence.
- 345. Diagram accident scene.
- 346. Instruct drivers involved to report accident to their insurance company.
- 347. Investigate accident to identify point of impact.
- 348. Take measurements at traffic accident scenes.
- 349. Protect traffic accident physical evidence for collection.
- 350. Search accident scenes for physical evidence.
- 351. Control spectator access at accidents.
- 352. Locate documents and information in records system.
- 353. Protect handgun while it is being attacked whether in or out of holster.
- 354. Screen access to police records (criminal, accident, etc.).
- 355. Monitor central alarm board in police department.
- 356. Testify in administrative hearings.
- 357. Escort vehicles or persons through picket lines.
- 358. Draw weapon in line of duty.
- 359. Qualify with authorized (personal "off-duty") firearms.
- 360. Maintain personal notes on various cases.
- 361. Inventory contents of suspect's vehicle.
- 362. Calm alarmed or panicked person or crowd.
- 363. Enforce litter laws.
- 364. Provide protection to threatened persons.
- 365. Refer and/or transport victims of domestic violence to a shelter.
- 366. Interview adult sexual assault victims.
- 367. Interview child sexual assault victims.
- 368. Report elderly abuse or neglect to the Department of Social Services.
- 369. Confer with school officials on matters pertaining to juveniles.
- 370. Investigate hit and run accident.

- 371. Maintain knowledge of local disaster plans and your individual responsibilities.
- 372. Obtain court order before fingerprinting or photographing a juvenile.
- 373. Detain/jail suspects arrested by merchants or private security personnel.
- 374. Secure and protect valuable items (voting boxes, money, etc.).
- 375. Qualify with department issued firearms.
- 376. Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.
- 377. Use flashlight as a security tool.
- 378. Drive on skid pad.
- 379. Know various concepts of community trends.
- 380. Obtain information from various community groups for investigative purpose.
- 381. Understand when to properly use the NCIC System.
- 382. Identify evidence at a hate crime.
- 383. Use tactical communications ("Verbal Judo").
- 384. Conduct on-scene assessment of potential physical abuse of children.
- 385. Initiate mandatory arrest in a domestic violence incident.
- 386. Initiate arrest subsequent to a court order (restraining order).
- 387. Conduct an investigation at a public/private school.
- 388. Visit schools for presentation purposes.
- 389. Refer suspect to alcohol/drug treatment program after a DUI arrest.
- 390. Refer juveniles to social service agencies for reasons other than prosecution.
- 391. Complete tow slips on towed vehicles.
- 392. Estimate damage to vehicles and property involved in accidents.
- 393. Protect persons and property from further injury at accident scene.
- 394. Search arrested suspects.
- 395. Use pressure point control on resistive suspect.
- 396. Strike resistive suspect with officer's hands or feet (personal weapons).
- 397. Use a baton retention technique when baton is grabbed by suspect.

- 398. Control a suspect while both of you are on the ground.
- 399. Take adult victim of abuse or neglect into emergency protective custody.
- 400. Search vehicle under authority of a warrant.
- 401. Establish probable cause.
- 402. Take necessary precautions for bloodborne/airborne pathogens.
- 403. Operate DataMaster breath testing device.
- 404. Use deadly force.
- 405. Have contact with media at direction of Chief/Sheriff/Supervisor.
- 406. Investigate hate crimes.
- 407. Issue parking violations (meters, handicap, do not park zones).
- 408. Properly utilize personal protective equipment.
- 409. Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.
- 410. Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.
- 411. Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.
- 412. Run at least 250 yards to catch fleeing suspect.
- 413. Crawl under a fence or gate to assist a victim.
- 414. Change direction quickly pursuing a subject.
- 415. Pursue a suspect over trenches and small ditches.
- 416. Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).
- 417. Climb through windows in order to gain entry.
- 418. Climb through openings/crawl spaces, etc.
- 419. Drag unconscious victims from dangerous situations for at least 20 feet.
- 420. Climb over 4 foot chain link fence to pursue a suspect.
- 421. Pursue suspect up and down 2 flights of stairs.
- 422. Pursue suspect by jumping over low obstacles.
- 423. Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.

- 424. Stoop and/or bend to collect evidence.
- 425. Participate in physical training.
- 426. Pursue suspect over uneven terrain.

END OF SURVEY

THANK YOU FOR YOUR PARTICIPATION

**Appendix D. 2005 South Carolina Basic Law Enforcement Officer Job Task Analysis Items:
Tasks Listed in Ascending Order by Item #**

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
1	Check condition and status of patrol vehicle and equipment.	3.40	84.3	4.60	99.8	97.4%
2	Provide escort for merchants' bank deposits.	2.53	26.5	2.34	46.7	93.7%
3	Investigate/Observe suspicious vehicles.	3.17	73.0	4.46	99.3	92.6%
4	Question suspicious persons.	3.29	78.9	4.38	98.8	92.2%
5	Stand continuously for more than half a shift.	1.93	1.6	2.45	50.5	95.9%
6	Participate in large scale searches.	2.96	61.5	2.26	43.9	62.7%
7	Maintain updated information concerning wanted persons, vehicles, etc.	3.30	79.3	3.57	86.6	81.3%
8	Respond to crimes in progress.	4.14	97.7	3.97	93.2	92.7%
9	Respond to high-risk crimes in progress.	4.46	99.5	3.24	78.6	79.8%
10	Serve as switchboard operator and/or dispatcher at headquarters.	2.58	30.8	1.30	5.4	58.7%
11	Assist stranded motorists.	2.19	7.7	3.82	91.1	92.9%
12	Direct traffic using hand signals and gestures.	2.91	57.7	3.26	79.3	96.0%
13	Identify suspected drug samples.	2.94	59.9	2.71	60.3	44.7%
14	Review recent court ruling.	2.88	56.6	2.60	55.6	72.6%
15	Fingerprint persons for other than criminal reasons (job applications).	1.86	0.9	1.58	13.8	71.9%
16	Respond to a hostage situation.	4.44	99.3	1.57	13.6	39.9%
17	Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.	3.55	89.9	1.84	24.2	35.2%
18	Work in plainclothes on special assignment.	2.77	46.2	2.01	33.8	29.9%
19	Assist people who are physically challenged.	2.47	23.5	2.49	52.1	83.8%
20	Give descriptions to other officers.	3.19	74.4	4.17	96.7	96.3%
21	Mediate civil disputes.	2.64	35.9	3.33	81.5	80.5%
22	Perform weather-watch service.	1.92	1.2	1.43	9.2	70.8%
23	Transport medical supplies.	2.00	3.1	1.23	3.1	75.2%
24	Inspect vehicles for compliance with vehicle code.	2.38	18.8	2.63	57.0	81.0%
25	Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.	2.79	48.4	4.04	94.4	94.5%
26	Participate in traffic patrol tactics.	2.92	58.2	3.47	84.7	81.7%
27	Respond to requests for street directions.	1.84	0.7	3.59	86.9	92.9%
28	Conduct a non-swimming rescue (rope, pole, floatation device).	3.12	70.2	1.20	2.1	74.3%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
29	Respond to an incident involving counterfeit money, check fraud and/or forgery.	2.62	34.7	2.67	58.9	61.8%
30	Take custody of lost and found property.	2.15	5.9	2.98	71.4	95.2%
31	Stand for more than eight hours.	1.99	2.3	2.00	33.1	94.3%
32	Read court papers to determine proper action.	2.97	62.4	2.64	58.0	84.0%
33	Use alternatives to photographs for identifications (artists' sketches, etc.).	2.61	33.1	1.71	18.8	33.9%
34	Investigate injuries to prisoners.	3.01	64.8	1.39	8.0	51.1%
35	Check individual businesses for compliance with licensing requirements.	1.95	2.1	1.51	11.5	63.7%
36	Advise crime victims of crime prevention programs.	2.52	26.3	2.89	68.3	72.0%
37	Distribute material for public relations.	1.99	2.6	2.00	33.3	74.4%
38	Visit schools.	2.30	12.9	2.31	45.1	71.7%
39	Pursue fleeing suspect on foot after losing visual contact.	3.74	93.2	2.24	43.2	91.5%
40	Advise parents of their juvenile's violations.	2.73	41.3	2.92	69.5	88.6%
41	Evacuate persons from dangerous and/or life threatening situations.	4.14	97.9	2.04	35.0	77.9%
42	Attend DataMaster refusal hearing as arresting officer.	2.60	31.9	1.77	21.8	57.5%
43	Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.	1.92	1.4	1.30	5.2	71.0%
44	Obtain medical exam for DUI suspect.	2.41	19.7	1.41	8.2	71.3%
45	Collect fines when under court order.	2.38	18.5	1.19	1.9	67.7%
46	Attach property under court order.	2.42	20.9	1.23	2.6	63.7%
47	Serve subpoenas.	2.46	23.0	1.93	29.3	87.5%
48	Administer first aid.	3.50	88.5	1.91	27.0	81.3%
49	Transport injured persons.	3.19	74.6	1.54	12.0	75.7%
50	Administer CPR.	3.83	94.6	1.34	6.3	73.6%
51	Deliver babies.	3.44	86.4	1.06	0.2	42.0%
52	Engage in Emergency Vehicle Response in congested and open areas.	3.91	95.8	3.01	71.8	82.0%
53	Advise persons of constitutional rights.	3.36	82.2	3.60	87.3	95.9%
54	Explain arrest action to onlookers.	2.04	3.5	2.32	45.3	92.2%
55	Request bystanders to assist in an apprehension.	3.12	70.4	1.23	3.3	89.3%
56	Guard prisoners at facilities other than a jail (hospital, doctor, etc.).	3.42	85.0	2.20	41.5	87.4%
57	Participate in strategy/planning for arrests.	3.25	76.5	2.70	59.6	64.3%
58	Search crime scenes for evidence.	3.63	91.8	3.15	75.1	53.1%
59	Search for lost, missing, or wanted persons.	3.53	89.7	3.32	81.2	82.7%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
60	Document chain of custody for evidence.	3.62	91.5	3.64	88.3	94.9%
61	Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).	3.19	74.2	1.92	28.2	87.9%
62	Search victims for personal property/identification.	2.83	52.6	2.72	60.8	92.6%
63	Record location of physical evidence at scene.	3.44	85.9	2.96	70.7	69.9%
64	Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.	3.32	80.5	2.35	46.9	52.7%
65	Advise victims of crime of their options and rights.	2.81	49.5	3.63	88.0	89.7%
66	Conduct on-the-scene suspect identification (show-up, one-on-one).	3.10	69.0	3.04	73.5	85.7%
67	Establish modus operandi (M.O.) of a suspect.	2.86	55.4	2.54	54.0	45.0%
68	Review records and pictures of suspects.	2.62	34.0	3.26	79.6	73.8%
69	Verify reliability and credibility of witnesses.	2.99	64.1	2.96	70.9	62.0%
70	Talk with informants.	2.86	54.9	2.64	57.7	54.8%
71	Interview medical personnel to obtain information concerning an incident.	2.74	42.7	2.25	43.7	67.9%
72	Describe contributing factors in accident.	2.79	48.1	2.84	66.4	74.5%
73	Interview drivers of vehicles involved in accident.	2.72	40.4	2.94	70.0	90.7%
74	Measure skidmarks.	2.66	36.6	1.54	12.2	48.5%
75	Take precautions to prevent additional accidents at accident scene.	3.44	85.4	3.16	75.6	89.7%
76	Set priorities and then direct activities at scenes of accident investigations.	2.97	62.2	2.49	51.6	66.1%
77	Inform driver of towed or impounded vehicle's location.	2.16	6.1	3.43	83.8	96.7%
78	Participate in ride-along programs where the community is offered a look at departmental operations.	2.31	14.6	1.99	31.9	69.5%
79	Dispose of evidence no longer needed or upon court order.	2.63	35.2	1.80	22.8	52.2%
80	Update records of warrants served.	2.83	51.9	1.98	30.8	70.9%
81	Discuss case with prosecutor before and after legal proceedings.	2.81	49.3	2.52	52.6	79.3%
82	Appear for testimony in legal proceedings without being called to testify.	2.42	21.4	2.06	35.4	85.1%
83	Respond to riot, other large demonstrations, or large gatherings.	3.83	94.4	2.02	34.5	57.2%
84	Participate in firearms training.	3.90	95.3	2.52	52.8	89.0%
85	Participate in physical training.	3.13	71.1	3.18	76.1	94.4%
86	Subdue suspect using grips or holds.	3.56	90.4	2.79	63.1	91.6%
87	Conduct a patrol on a bicycle.	2.16	6.3	1.23	3.5	44.4%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	3.39	83.6	1.49	10.6	71.5%
89	Fill out field interrogation card.	2.34	16.9	2.35	47.7	93.7%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
90	Monitor the compliance of taxicabs with regulations.	1.59	0.2	1.30	5.6	67.7%
91	Assist bail bondsman in taking fugitives into custody.	2.58	30.0	1.36	6.8	72.3%
92	Participate in vice calls involving gambling, illegal liquor or prostitutes.	2.95	60.6	1.66	16.9	40.7%
93	Assist animal control officers.	2.19	7.0	2.08	36.6	79.7%
94	Respond to complaints of voting irregularities at polling places.	2.24	9.9	1.08	0.5	54.0%
95	Check security of property in your assigned area.	2.86	55.2	4.03	94.1	92.6%
96	Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.	3.30	79.8	1.72	19.7	45.8%
97	Check validity of operator's license and vehicle registration.	2.69	37.8	4.22	97.4	95.9%
98	Conduct high speed pursuit in congested and open areas.	4.14	98.1	1.93	29.1	74.1%
99	Administer roadside sobriety test.	3.05	66.4	2.46	50.9	79.6%
100	Operate radar.	2.52	26.1	2.95	70.2	41.8%
101	Check establishments that sell alcohol beverages while on patrol.	2.20	8.0	2.56	55.4	75.2%
102	Establish field contacts with citizens in patrol area.	2.41	20.0	3.49	85.7	93.0%
103	Identify stolen or wanted vehicles.	2.95	60.8	2.91	68.8	93.0%
104	Patrol highways.	2.63	35.0	3.70	89.2	95.9%
105	Refer persons to other public agencies.	2.11	4.9	3.72	89.7	91.9%
106	Answer general questions or information requests from public.	2.23	9.4	4.44	99.1	89.6%
107	Respond to prowler calls.	3.31	80.3	3.00	71.6	96.3%
108	Operate teletype.	2.09	4.5	1.23	2.8	36.6%
109	Manually operate traffic control devices.	2.51	25.6	1.39	7.7	63.6%
110	Request NCIC check on suspect, weapon, property, etc.	2.91	58.0	4.17	96.2	92.3%
111	Conduct initial investigation of crime.	3.17	73.2	3.93	92.5	85.7%
112	Respond to non-criminal calls for service and assistance.	2.31	14.3	4.04	94.6	94.4%
113	Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.	4.04	96.7	1.33	6.1	37.3%
114	Extradite prisoners from other states.	3.08	67.4	1.38	7.3	51.1%
115	Wear body armor on patrol.	4.09	97.4	4.56	99.5	96.3%
116	Respond to "man with gun" calls.	4.31	98.6	2.82	65.0	90.8%
117	Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.	2.72	40.4	1.31	5.9	47.4%
118	Notify citizens of damage to their property.	2.28	12.0	2.84	66.7	92.9%
119	Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.	2.75	43.9	2.13	38.0	73.0%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
120	Secure house or business.	2.68	37.6	3.08	74.2	91.9%
121	Obtain personal evidence (handwriting, blood, hair, etc.) from persons.	3.24	76.3	1.76	20.9	26.6%
122	Investigate damage to roadway.	2.47	23.9	1.94	29.8	82.2%
123	Examine dangerous or suspicious objects.	3.48	87.8	2.44	49.8	60.0%
124	Escort hazardous materials.	3.51	89.0	1.18	1.6	50.2%
125	Direct activities of assisting units on scene.	3.00	64.6	2.55	54.9	59.8%
126	Detain persons not under arrest.	2.86	54.7	3.24	79.1	94.9%
127	Secure vehicles after arrests and/or accidents.	2.67	36.9	3.53	86.2	94.8%
128	Communicate information on an informal basis to other law enforcement groups.	2.49	24.4	3.19	77.0	83.4%
129	Investigate trespassing call.	2.62	33.8	3.35	81.7	98.1%
130	Conduct crime prevention meetings.	2.32	15.7	1.48	10.3	47.4%
131	Mark valuable items for persons when securing in departmental property room.	2.74	43.0	2.05	35.2	76.7%
132	Perform property checks while owners are absent.	2.56	28.4	3.41	83.3	93.3%
133	Apprehend juvenile.	3.00	64.3	2.86	67.4	95.6%
134	Refer juveniles under investigation to Family Court or DJJ.	2.71	38.5	2.63	57.5	86.6%
135	Handle complaints involving juveniles informally.	2.51	25.8	2.73	61.0	87.0%
136	Respond to bomb threats and assist in the search for bombs.	4.06	96.9	1.72	19.5	48.0%
137	Detect and stop DUI suspects.	3.41	84.5	2.78	62.7	80.1%
138	Present evidence in legal proceedings.	3.13	70.9	2.77	62.2	83.8%
139	Attend squad meetings prior to going on duty.	2.55	28.2	3.60	87.6	92.6%
140	Update dispatch records of officers on calls.	2.59	31.7	1.74	20.2	73.8%
141	Enforce court issued order.	2.92	58.7	2.54	54.2	86.2%
142	Remove obstructions from roadway.	2.75	43.7	3.23	78.4	94.8%
143	Escort processions (parades).	2.13	5.4	1.93	28.9	91.0%
144	Complete Uniform Crime Report (UCR) incident report form.	2.75	44.1	3.79	90.4	89.6%
145	Explain nature of complaints to offenders.	2.47	23.2	3.97	93.4	94.5%
146	Take into custody person detained by a citizen.	2.95	60.3	2.00	33.6	92.6%
147	Conduct frisk or patdown.	3.73	93.0	4.05	95.3	94.5%
148	Determine need for specialized assistance at crime scene.	3.14	72.3	2.93	69.7	68.9%
149	Track persons from crime scene.	3.28	78.4	2.37	48.4	46.7%
150	Search vehicles for contraband.	3.08	67.6	3.66	88.5	91.5%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
151	Collect and preserve evidence and personal property from crime scenes.	3.37	83.1	3.13	74.6	59.0%
152	Climb over a solid wall to pursue a suspect.	2.84	53.1	1.98	31.0	95.6%
153	Dust and lift latent fingerprints.	3.01	65.0	1.99	31.5	35.4%
154	Fingerprint prisoners.	2.72	40.4	1.64	16.4	70.2%
155	Secure and protect crime scene before, during and after processing.	3.41	84.7	2.73	61.3	84.6%
156	Analyze and compare crimes for similarity of modus operandi (M.O.).	2.96	61.3	2.08	36.4	29.7%
157	Conduct surveillance of individuals.	2.85	54.0	2.61	55.9	43.0%
158	Recruit informants.	2.73	41.8	2.07	35.9	42.9%
159	Talk with families of suspects.	2.59	31.5	2.78	62.9	78.3%
160	Interview complainants, witnesses, etc.	2.95	61.0	4.05	94.8	91.9%
161	Confer with probation officer during investigation of suspect.	2.47	23.9	2.01	34.0	77.1%
162	Estimate value of stolen or recovered goods.	2.20	8.2	3.40	83.1	87.0%
163	Conduct photographic surveillance.	2.71	39.2	1.56	13.4	29.0%
164	Identify probable causes of traffic accidents.	2.74	42.5	2.80	63.6	75.7%
165	Issue citations in traffic accidents.	2.47	24.2	2.68	59.2	94.8%
166	Follow-up extent of personal injuries resulting from traffic accidents.	2.42	21.1	2.13	38.5	82.2%
167	Review accident with accident investigators.	2.36	18.1	1.80	23.2	80.4%
168	Test operating condition of vehicle.	2.79	48.6	2.62	56.3	78.1%
169	Test operating condition of vehicle that has been involved in an accident.	2.79	47.7	1.55	12.7	55.8%
170	Verify vehicle title information.	2.25	10.6	3.30	80.8	90.7%
171	Confer with prosecutor prior to obtaining warrant.	2.58	29.6	1.99	32.2	85.9%
172	Review reports prior to trial.	2.88	56.8	3.18	76.5	91.1%
173	Patrol riot stricken, civil disturbance, or high crime areas.	3.46	86.9	3.45	84.3	77.0%
174	Destroy injured or rabid animals.	2.76	44.4	1.43	8.7	77.4%
175	Talk with leaders of demonstrations.	2.94	60.1	1.29	4.2	42.6%
176	Forcibly enter residence (kick or force door, etc.).	3.39	83.8	1.91	27.2	69.9%
177	Physically restrain crowds.	3.46	87.1	1.62	15.5	62.9%
178	Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.	3.79	93.9	1.43	8.9	80.9%
179	Use restraining devices (handcuffs, chains, etc.).	3.44	86.2	4.13	95.8	96.0%
180	Use (OC) Pepper Gas to subdue suspects.	3.31	80.0	1.85	24.9	82.7%
181	Review reports from proceeding shift prior to going on duty.	2.50	25.4	3.27	79.8	92.9%
182	Serve civil process papers.	2.25	10.1	1.54	12.4	78.9%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
183	Direct persons to technical emergency services as needed (gas, electric, phone).	2.18	6.8	2.25	43.4	88.8%
184	Provide assistance to emotionally disturbed or mentally retarded persons.	2.98	63.4	2.54	54.5	76.0%
185	Serve as school crossing guard.	2.40	19.2	1.62	15.3	89.2%
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	2.97	62.9	4.30	98.1	90.4%
187	Provide protective escort for public figures.	3.10	69.2	1.71	19.0	48.3%
188	Deliver emergency and/or death messages.	2.78	46.9	1.77	21.6	70.5%
189	Obtain and present suspect's criminal record for bond hearing.	2.57	29.1	2.55	54.7	88.1%
190	Maintain knowledge of departmental policies related to use of firearms.	3.67	92.5	4.16	96.0	89.5%
191	Explain laws and/or describe hazards to juveniles.	2.61	32.9	3.19	76.8	84.0%
192	Maintain adequate level of emergency supplies and equipment in police car.	3.13	71.4	4.32	98.6	90.8%
193	Alert potential victims to specific crime threats.	3.04	65.7	2.82	64.8	89.6%
194	Use speedometer to clock speeders.	2.29	12.2	2.62	56.8	77.2%
195	Fight various types of fires (grass, forest, vehicle, house, etc.).	2.77	46.0	1.49	11.0	48.5%
196	Inspect patrol vehicle for weapons or contraband.	3.37	83.3	4.20	96.9	95.6%
197	Investigate suspicious activity.	3.11	70.0	4.32	98.4	94.1%
198	Identify and patrol potential trouble spots in assigned area.	2.94	59.4	4.28	97.9	93.7%
199	Operate radio in patrol car.	2.94	59.6	4.70	100.0	94.8%
200	Handle records at headquarters.	2.41	20.4	2.53	53.3	68.4%
201	Check drivers for proper license.	2.45	22.3	4.17	96.5	96.7%
202	Explain state vehicle laws and procedures to citizens.	2.30	13.4	3.82	90.8	93.0%
203	Issue verbal warnings.	2.22	8.9	4.05	95.1	95.6%
204	Make vehicle stops to effect felony arrests.	3.92	96.2	2.37	48.8	88.6%
205	Transport prisoners other than to jail.	3.20	74.9	2.30	44.6	87.8%
206	Conduct follow-up investigation of crime.	2.93	59.2	3.18	76.3	60.1%
207	Explain point system to violators.	2.01	3.3	2.88	67.8	94.8%
208	Advise property owners of potentially hazardous conditions.	2.60	32.2	2.37	48.6	86.7%
209	Comfort emotionally upset persons.	2.62	34.3	3.03	72.8	84.5%
210	Investigate unusual odors or sounds.	2.97	62.7	3.03	73.0	83.0%
211	Transport property or evidence.	2.59	31.0	3.21	77.7	91.9%
212	Deliver emergency supplies and equipment.	2.58	30.5	1.49	10.8	90.4%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
213	Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.	2.97	62.0	2.82	65.3	84.1%
214	Sit continuously for more than half a shift.	1.95	1.9	2.69	59.4	92.7%
215	Establish barrier or roadblock using patrol vehicle to capture suspect.	3.72	92.7	1.59	14.1	72.4%
216	Photograph prisoner as part of booking process.	2.35	17.8	1.71	18.5	78.7%
217	Detain mentally ill person without court order.	3.30	79.6	1.60	14.6	86.0%
218	Check weapons in and out of detention facility.	3.40	84.0	2.83	65.7	93.4%
219	Search with a court issued search warrant.	3.28	78.6	2.18	40.6	83.3%
220	Request for verification of warrants before service.	3.04	66.2	3.28	80.3	94.1%
221	Conduct formal or informal residential or business security surveys.	2.25	10.8	1.79	22.3	65.8%
222	Organize neighborhood watch groups.	2.23	9.2	1.29	4.5	46.1%
223	Confer with investigator assigned to juvenile operations.	2.31	14.1	2.12	37.6	85.8%
224	Take juveniles into protective custody.	3.13	70.7	1.93	28.6	88.2%
225	Obtain confinement order from Family Court to keep juvenile jailed.	2.83	52.3	1.45	9.6	69.4%
226	Prosecute magisterial/municipal court level DUI case.	2.98	63.1	2.14	39.4	73.4%
227	Arrest DUI suspects.	3.26	77.0	2.41	49.1	91.1%
228	Provide courtroom security.	3.29	79.1	1.91	27.5	70.5%
229	Receive and pass along information about recent crimes at squad meetings.	2.77	45.3	3.59	87.1	93.4%
230	Pursue suspect by jumping over low obstacles.	2.85	53.8	2.41	49.3	96.0%
231	Serve summons to witnesses.	2.29	12.4	1.90	26.3	92.5%
232	Serve eviction notices.	2.21	8.5	1.29	3.8	79.2%
233	Operate vehicle in rain.	3.22	75.4	3.66	88.7	95.2%
234	Arrest persons with a warrant.	3.36	81.7	3.39	82.4	94.8%
235	Instruct suspect on process for obtaining an attorney.	2.14	5.6	2.55	55.2	93.3%
236	Transport prisoners.	3.26	77.2	3.48	85.2	95.9%
237	Conduct warrantless search.	3.36	82.9	2.84	66.2	91.2%
238	Participate in raids.	3.58	90.8	1.84	24.6	49.6%
239	Obtain search warrants.	3.03	65.5	1.88	26.1	73.0%
240	Make preliminary identification of victim.	2.78	46.7	2.53	53.1	88.1%
241	Diagram crime scenes.	3.01	65.3	1.67	17.4	39.3%
242	Examine evidence and personal property from crime scenes.	3.09	68.1	2.47	51.2	43.5%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
243	Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.	3.44	85.7	1.99	32.4	82.2%
244	Witness autopsies.	2.12	5.2	1.29	4.7	48.3%
245	Answer victim inquiries regarding progress of a case.	2.43	21.6	2.83	65.5	85.2%
246	Determine whether incidents are criminal or civil in nature.	2.67	37.1	3.88	91.8	93.7%
247	Aid in investigations and exchange information with other law enforcement agencies.	2.69	38.0	3.17	75.8	84.6%
248	Confer with coroner concerning cases.	2.64	35.7	1.56	12.9	58.0%
249	Trace stolen goods.	2.65	36.4	2.06	35.7	52.2%
250	Conduct investigation from start to finish.	3.15	72.5	2.84	66.9	41.3%
251	Interview or interrogate suspects.	3.11	69.5	3.39	82.2	48.3%
252	Document statements or confessions from witnesses or suspects.	3.18	73.7	3.42	83.6	73.7%
253	Complete collision report form.	2.62	33.3	2.71	60.1	92.6%
254	Instruct drivers involved in an accident to exchange information.	2.24	9.6	2.22	41.8	97.0%
255	Inventory personal property of accident victims.	2.39	19.0	2.01	34.3	97.4%
256	Take statements from witnesses or victims of accident.	2.56	28.6	2.51	52.3	95.6%
257	Photograph accident scenes.	2.54	27.2	1.81	23.7	69.9%
258	Review accident with insurance investigators.	2.10	4.7	1.44	9.4	76.8%
259	Determine status of auto insurance.	2.33	16.2	3.21	77.2	96.7%
260	Seek to involve the community in various police supported projects.	2.33	16.4	1.94	29.8	63.7%
261	Inventory impounded vehicles.	2.62	33.6	2.67	58.7	92.9%
262	Investigate police applicant's background.	3.36	82.6	1.12	0.7	30.2%
263	Review warrants ensuring that they are valid prior to service.	3.26	77.7	3.16	75.4	84.4%
264	Review other officers' cases to be presented to Grand Jury or trial.	2.76	44.6	1.60	14.8	54.1%
265	Control nonviolent crowds.	2.73	41.1	2.32	45.5	81.1%
266	Climb over chain link fence to pursue a suspect.	2.87	56.3	2.13	38.7	95.9%
267	Discharge weapon at a person.	4.48	99.8	1.15	0.9	90.8%
268	Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.	3.34	81.2	1.77	21.4	91.8%
269	Break up fights involving two or more people.	3.53	89.4	2.54	53.8	95.2%
270	Use baton to subdue suspects.	3.47	87.3	1.56	13.1	87.3%
271	Write follow-up reports on original incident.	2.58	29.8	2.97	71.1	93.7%
272	Monitor tow vehicle operator's compliance with regulations.	2.05	3.8	1.63	16.2	76.1%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
273	Deal with incidents involving shoplifting.	2.54	27.5	2.76	62.0	96.7%
274	Interview elderly victims.	2.60	32.4	2.49	51.4	80.7%
275	Photograph latent fingerprints.	2.82	50.7	1.37	7.0	26.3%
276	Adhere to departmental policies relative to high speed chases.	3.97	96.5	3.98	93.7	86.9%
277	Attempt to verify the true identity of prisoner prior to booking.	2.98	63.6	3.52	85.9	88.2%
278	Develop familiarity with structure of community or neighborhood.	2.61	32.6	3.80	90.6	84.8%
279	Maintain knowledge of community resources.	2.41	20.7	3.69	89.0	83.6%
280	Direct information requests to appropriate authorities.	2.34	17.1	3.63	87.8	88.5%
281	Refer gun permit inquiries to appropriate authorities.	2.31	15.3	2.30	44.4	85.3%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.	3.17	73.0	3.30	80.5	92.5%
283	Identify wanted suspects.	3.26	77.5	3.21	77.5	94.4%
284	Mediate family disputes.	3.18	73.5	3.46	84.5	89.6%
285	Respond as back-up.	3.53	89.2	4.21	97.2	95.9%
286	Establish rapport with residents or businesses in patrol area.	2.53	27.0	4.08	95.5	92.9%
287	Request driver's license (D.L.) check with computer.	2.46	22.5	4.00	93.9	91.8%
288	Investigate criminal activities involving drugs.	3.18	73.9	3.57	86.4	66.9%
289	Make vehicle stop to effect misdemeanor arrest.	3.11	69.7	3.45	84.0	95.9%
290	Attend in-service training.	2.87	56.1	2.77	62.4	77.8%
291	Interview child victims of crimes.	3.27	77.9	2.19	41.1	38.3%
292	Search inside business or residence for suspect.	3.67	92.3	2.95	70.4	92.6%
293	Refer to S.C. Code of Laws for information.	2.79	47.9	3.84	91.5	96.7%
294	Advise victims how to seek prosecution.	2.50	25.4	3.48	85.0	94.8%
295	Control stray livestock.	1.99	2.8	1.67	17.8	91.0%
296	Make entries in patrol log.	2.29	12.7	2.80	63.4	93.3%
297	Patrol on foot.	2.40	19.5	3.03	72.3	96.3%
298	Transport animals.	1.76	0.5	1.47	10.1	84.2%
299	Impound property.	2.43	21.8	2.65	58.5	92.5%
300	Evaluate driver's capability to operate vehicle.	3.07	66.9	3.21	77.9	87.0%
301	Issue warning tickets.	2.06	4.2	2.90	68.5	95.5%
302	Plan temporary traffic detours.	2.59	31.2	1.80	22.5	70.3%
303	Communicate with potential suicide victim.	3.86	94.8	2.14	39.2	44.6%
304	Consult with supervisor to determine proper action.	2.96	61.7	3.72	89.4	92.6%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
305	Push stalled vehicle out of traffic lane.	2.49	24.6	2.83	66.0	95.9%
306	Notify witnesses to appear without subpoena.	2.30	13.8	2.33	46.2	93.7%
307	Locate owners of recovered property.	2.32	15.5	2.46	50.7	90.0%
308	Book prisoner by completing forms.	2.54	27.7	3.04	73.7	92.6%
309	Locate persons using information from utility companies, schools, etc.	2.34	17.4	2.28	44.1	69.3%
310	Disarm suspects.	4.28	98.4	2.32	45.8	84.9%
311	Inspect vehicles for fresh damage.	2.37	18.3	2.92	69.2	90.6%
312	Coordinate tactical operations.	3.61	91.3	1.73	20.0	18.5%
313	Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).	2.64	35.4	2.49	51.9	94.1%
314	Investigate alcoholic beverage regulations violations.	2.33	16.7	2.16	40.1	59.6%
315	Participate in community relations programs.	2.28	11.7	2.11	37.3	66.7%
316	Respond to general information questions from the public.	2.27	11.3	3.78	90.1	85.8%
317	Confer with juvenile counselor.	2.19	7.5	1.86	25.4	83.1%
318	Talk with families of juveniles.	2.33	16.0	2.81	64.3	86.1%
319	Secure disaster scenes.	3.65	92.0	1.59	14.3	57.2%
320	Attend bail bond hearings.	2.31	15.0	2.13	38.3	92.2%
321	Pick up children on court orders.	2.84	53.3	1.67	18.1	81.8%
322	Serve mental health commitments orders.	3.14	71.6	1.75	20.7	78.0%
323	Operate vehicle on snow or ice covered roads.	3.43	85.2	1.90	26.5	84.1%
324	Arrest persons without a warrant.	3.35	81.5	3.40	82.9	94.5%
325	Make arrest for traffic charge.	2.93	58.9	3.13	74.9	95.9%
326	Use video and/or audio recording equipment.	2.62	34.5	3.40	82.6	63.8%
327	Search incident to arrest.	3.34	81.0	3.73	89.9	93.0%
328	Explain departmental policies to individuals or community groups.	2.31	14.8	2.71	60.6	70.9%
329	Obtain arrest warrants.	2.86	54.2	2.92	69.0	92.6%
330	Attempt to locate witnesses of crime by knocking on doors, etc.	2.55	27.9	2.62	56.6	91.0%
331	Photograph crime scenes.	3.10	68.5	2.19	41.3	28.1%
332	Package evidence.	3.09	67.8	3.05	73.9	57.4%
333	Search crime scenes for physical evidence.	3.23	76.1	3.01	72.1	53.7%
334	Take photograph of line-ups.	2.74	42.3	1.41	8.5	44.0%
335	Gather intelligence on suspected criminals.	2.89	57.3	2.85	67.1	54.6%
336	Determine whether recovered property is linked to prior crimes.	2.78	46.5	2.30	44.8	52.8%
337	Conduct photo line-ups.	2.82	50.2	1.61	15.0	49.3%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
338	Review laboratory reports as an aid to investigation.	2.82	49.8	1.93	28.4	42.3%
339	Utilize criminal records to aid in investigation.	2.72	40.6	2.63	57.3	65.2%
340	Make use of polygraph in investigation.	2.77	45.5	1.29	4.0	35.7%
341	Provide procedural information to prospective witnesses for courtroom appearance.	2.46	22.8	1.92	27.9	67.4%
342	Control a struggling suspect/prisoner.	3.79	94.1	2.81	63.8	91.5%
343	Verify identity of deceased.	3.06	66.7	1.67	17.1	58.2%
344	Search dead bodies for evidence.	3.10	68.3	1.46	9.9	41.6%
345	Diagram accident scene.	2.71	39.4	2.44	50.0	69.9%
346	Instruct drivers involved to report accident to their insurance company.	2.25	11.0	2.82	64.6	95.1%
347	Investigate accident to identify point of impact.	2.57	29.3	2.61	56.1	73.0%
348	Take measurements at traffic accident scenes.	2.58	30.3	1.64	16.7	52.8%
349	Protect traffic accident physical evidence for collection.	2.71	38.7	2.15	39.7	75.7%
350	Search accident scenes for physical evidence.	2.69	38.3	2.35	47.4	73.1%
351	Control spectator access at accidents.	2.65	36.2	2.53	53.5	94.8%
352	Locate documents and information in records system.	2.30	13.6	3.04	73.2	75.6%
353	Protect handgun while it is being attacked whether in or out of holster.	4.41	99.1	2.14	39.0	89.6%
354	Screen access to police records (criminal, accident, etc.).	2.86	55.6	1.98	31.2	71.5%
355	Monitor central alarm board in police department.	2.50	24.9	1.21	2.3	76.1%
356	Testify in administrative hearings.	2.53	26.8	1.90	26.8	84.9%
357	Escort vehicles or persons through picket lines.	2.83	50.9	1.16	1.2	80.5%
358	Draw weapon in line of duty.	4.32	98.8	2.43	49.5	90.8%
359	Qualify with authorized (personal "off-duty") firearms.	3.60	91.1	1.87	25.6	79.6%
360	Maintain personal notes on various cases.	2.68	37.3	3.89	92.3	94.0%
361	Inventory contents of suspect's vehicle.	2.75	43.2	3.27	80.0	95.9%
362	Calm alarmed or panicked person or crowd.	3.04	66.0	2.76	61.7	86.6%
363	Enforce litter laws.	2.17	6.6	2.87	67.6	92.9%
364	Provide protection to threatened persons.	3.26	76.8	2.45	50.2	74.7%
365	Refer and/or transport victims of domestic violence to a shelter.	3.08	67.1	2.12	37.8	91.8%
366	Interview adult sexual assault victims.	3.36	82.4	1.86	25.1	30.5%
367	Interview child sexual assault victims.	3.48	87.6	1.74	20.4	25.1%
368	Report elderly abuse or neglect to the Department of Social Services.	3.23	75.8	1.71	19.2	83.9%
369	Confer with school officials on matters pertaining to juveniles.	2.56	28.9	2.10	37.1	81.3%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
370	Investigate hit and run accident.	2.89	57.0	2.24	42.7	77.6%
371	Maintain knowledge of local disaster plans and your individual responsibilities.	3.14	71.8	2.64	58.2	65.3%
372	Obtain court order before fingerprinting or photographing a juvenile.	2.73	41.1	1.30	4.9	76.8%
373	Detain/jail suspects arrested by merchants or private security personnel.	2.76	44.8	2.23	42.0	94.4%
374	Secure and protect valuable items (voting boxes, money, etc.).	2.71	39.0	1.95	30.0	86.1%
375	Qualify with department issued firearms.	3.75	93.4	2.36	47.9	90.7%
376	Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.	3.51	88.7	3.09	74.4	92.6%
377	Use flashlight as a security tool.	2.75	43.7	3.36	81.9	97.4%
378	Drive on skid pad.	2.83	52.1	1.67	17.6	90.0%
379	Know various concepts of community trends.	2.34	17.6	2.89	68.1	72.9%
380	Obtain information from various community groups for investigative purpose.	2.44	22.1	2.34	46.5	66.3%
381	Understand when to properly use the NCIC System.	2.73	41.5	3.94	93.0	77.2%
382	Identify evidence at a hate crime.	2.99	63.8	1.80	23.0	54.1%
383	Use tactical communications ("Verbal Judo").	2.90	57.5	3.83	91.3	76.2%
384	Conduct on-scene assessment of potential physical abuse of children.	3.32	80.8	2.19	40.8	68.4%
385	Initiate mandatory arrest in a domestic violence incident.	3.49	88.3	2.81	64.1	94.4%
386	Initiate arrest subsequent to a court order (restraining order).	3.22	75.6	2.08	36.9	94.0%
387	Conduct an investigation at a public/private school.	2.74	42.0	1.99	31.7	65.0%
388	Visit schools for presentation purposes.	2.25	10.3	1.76	21.1	65.5%
389	Refer suspect to alcohol/drug treatment program after a DUI arrest.	2.21	8.7	1.83	23.9	80.8%
390	Refer juveniles to social service agencies for reasons other than prosecution.	2.27	11.5	1.81	23.5	80.0%
391	Complete tow slips on towed vehicles.	2.30	13.1	3.22	78.2	93.6%
392	Estimate damage to vehicles and property involved in accidents.	2.19	7.3	2.75	61.5	88.0%
393	Protect persons and property from further injury at accident scene.	3.14	72.1	3.03	72.5	95.9%
394	Search arrested suspects.	3.90	95.5	3.94	92.7	95.5%
395	Use pressure point control on resistive suspect.	3.48	88.0	2.23	42.3	87.0%
396	Strike resistive suspect with officer's hands or feet (personal weapons).	3.57	90.6	1.96	30.3	88.1%
397	Use a baton retention technique when baton is grabbed by suspect.	3.76	93.7	1.52	11.7	88.4%
398	Control a suspect while both of you are on the ground.	4.06	97.2	2.00	32.9	88.4%
399	Take adult victim of abuse or neglect into emergency protective custody.	3.28	78.2	1.62	16.0	85.2%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
400	Search vehicle under authority of a warrant.	2.84	53.5	1.79	22.1	89.1%
401	Establish probable cause.	3.36	81.9	4.24	97.7	97.4%
402	Take necessary precautions for bloodborne/airborne pathogens.	3.88	95.1	3.89	92.0	82.4%
403	Operate DataMaster breath testing device.	2.83	51.6	2.00	32.6	35.8%
404	Use deadly force.	4.52	100.0	1.17	1.4	89.9%
405	Have contact with media at direction of Chief/Sheriff/Supervisor.	2.86	54.5	1.36	6.6	43.8%
406	Investigate hate crimes.	3.10	68.8	1.50	11.3	40.4%
407	Issue parking violations (meters, handicap, do not park zones).	2.05	4.0	2.24	43.0	94.3%
408	Properly utilize personal protective equipment.	3.55	90.1	3.48	85.4	86.9%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	3.92	96.0	2.03	34.7	39.6%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	3.45	86.6	2.16	40.4	31.3%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.79	47.4	2.70	59.9	60.2%
412	Run at least 250 yards to catch fleeing suspect.	2.80	48.8	2.07	36.2	95.5%
413	Crawl under a fence or gate to assist a victim.	2.82	50.0	1.70	18.3	98.1%
414	Change direction quickly pursuing a subject.	2.72	39.7	2.36	48.1	97.4%
415	Pursue a suspect over trenches and small ditches.	2.78	47.2	2.24	42.5	95.5%
416	Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).	2.92	58.5	2.33	46.0	95.1%
417	Climb through windows in order to gain entry.	2.82	50.5	1.88	25.8	94.4%
418	Climb through openings/crawl spaces, etc.	2.83	51.2	1.84	24.4	93.6%
419	Drag unconscious victims from dangerous situations for at least 20 feet.	3.20	75.1	1.38	7.5	95.9%
420	Climb over 4 foot chain link fence to pursue a suspect.	2.80	49.1	1.97	30.5	95.5%
421	Pursue suspect up and down 2 flights of stairs.	2.83	52.8	1.62	15.7	95.9%
422	Pursue suspect by jumping over low obstacles.	2.77	45.1	2.15	39.9	97.0%
423	Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.	2.83	51.4	1.91	27.7	95.9%
424	Stoop and/or bend to collect evidence.	2.41	20.2	3.24	78.9	96.2%
425	Participate in physical training.	2.87	55.9	3.31	81.0	94.0%
426	Pursue suspect over uneven terrain.	2.77	45.8	2.35	47.2	94.7%

**Appendix E. 2005 South Carolina Basic Law Enforcement Officer Job Task Analysis Items:
Tasks Listed in Descending Order by Criticality**

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
404	Use deadly force.	4.52	100.0	1.17	1.4	89.9%
267	Discharge weapon at a person.	4.48	99.8	1.15	0.9	90.8%
9	Respond to high-risk crimes in progress.	4.46	99.5	3.24	78.6	79.8%
16	Respond to a hostage situation.	4.44	99.3	1.57	13.6	39.9%
353	Protect handgun while it is being attacked whether in or out of holster.	4.41	99.1	2.14	39.0	89.6%
358	Draw weapon in line of duty.	4.32	98.8	2.43	49.5	90.8%
116	Respond to "man with gun" calls.	4.31	98.6	2.82	65.0	90.8%
310	Disarm suspects.	4.28	98.4	2.32	45.8	84.9%
98	Conduct high speed pursuit in congested and open areas.	4.14	98.1	1.93	29.1	74.1%
41	Evacuate persons from dangerous and/or life threatening situations.	4.14	97.9	2.04	35.0	77.9%
8	Respond to crimes in progress.	4.14	97.7	3.97	93.2	92.7%
115	Wear body armor on patrol.	4.09	97.4	4.56	99.5	96.3%
398	Control a suspect while both of you are on the ground.	4.06	97.2	2.00	32.9	88.4%
136	Respond to bomb threats and assist in the search for bombs.	4.06	96.9	1.72	19.5	48.0%
113	Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.	4.04	96.7	1.33	6.1	37.3%
276	Adhere to departmental policies relative to high speed chases.	3.97	96.5	3.98	93.7	86.9%
204	Make vehicle stops to effect felony arrests.	3.92	96.2	2.37	48.8	88.6%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	3.92	96.0	2.03	34.7	39.6%
52	Engage in Emergency Vehicle Response in congested and open areas.	3.91	95.8	3.01	71.8	82.0%
394	Search arrested suspects.	3.90	95.5	3.94	92.7	95.5%
84	Participate in firearms training.	3.90	95.3	2.52	52.8	89.0%
402	Take necessary precautions for bloodborne/airborne pathogens.	3.88	95.1	3.89	92.0	82.4%
303	Communicate with potential suicide victim.	3.86	94.8	2.14	39.2	44.6%
50	Administer CPR.	3.83	94.6	1.34	6.3	73.6%
83	Respond to riot, other large demonstrations, or large gatherings.	3.83	94.4	2.02	34.5	57.2%
342	Control a struggling suspect/prisoner.	3.79	94.1	2.81	63.8	91.5%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
178	Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.	3.79	93.9	1.43	8.9	80.9%
397	Use a baton retention technique when baton is grabbed by suspect.	3.76	93.7	1.52	11.7	88.4%
375	Qualify with department issued firearms.	3.75	93.4	2.36	47.9	90.7%
39	Pursue fleeing suspect on foot after losing visual contact.	3.74	93.2	2.24	43.2	91.5%
147	Conduct frisk or patdown.	3.73	93.0	4.05	95.3	94.5%
215	Establish barrier or roadblock using patrol vehicle to capture suspect.	3.72	92.7	1.59	14.1	72.4%
190	Maintain knowledge of departmental policies related to use of firearms.	3.67	92.5	4.16	96.0	89.5%
292	Search inside business or residence for suspect.	3.67	92.3	2.95	70.4	92.6%
319	Secure disaster scenes.	3.65	92.0	1.59	14.3	57.2%
58	Search crime scenes for evidence.	3.63	91.8	3.15	75.1	53.1%
60	Document chain of custody for evidence.	3.62	91.5	3.64	88.3	94.9%
312	Coordinate tactical operations.	3.61	91.3	1.73	20.0	18.5%
359	Qualify with authorized (personal "off-duty") firearms.	3.60	91.1	1.87	25.6	79.6%
238	Participate in raids.	3.58	90.8	1.84	24.6	49.6%
396	Strike resistive suspect with officer's hands or feet (personal weapons).	3.57	90.6	1.96	30.3	88.1%
86	Subdue suspect using grips or holds.	3.56	90.4	2.79	63.1	91.6%
408	Properly utilize personal protective equipment.	3.55	90.1	3.48	85.4	86.9%
17	Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.	3.55	89.9	1.84	24.2	35.2%
59	Search for lost, missing, or wanted persons.	3.53	89.7	3.32	81.2	82.7%
269	Break up fights involving two or more people.	3.53	89.4	2.54	53.8	95.2%
285	Respond as back-up.	3.53	89.2	4.21	97.2	95.9%
124	Escort hazardous materials.	3.51	89.0	1.18	1.6	50.2%
376	Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.	3.51	88.7	3.09	74.4	92.6%
48	Administer first aid.	3.50	88.5	1.91	27.0	81.3%
385	Initiate mandatory arrest in a domestic violence incident.	3.49	88.3	2.81	64.1	94.4%
395	Use pressure point control on resistive suspect.	3.48	88.0	2.23	42.3	87.0%
123	Examine dangerous or suspicious objects.	3.48	87.8	2.44	49.8	60.0%
367	Interview child sexual assault victims.	3.48	87.6	1.74	20.4	25.1%
270	Use baton to subdue suspects.	3.47	87.3	1.56	13.1	87.3%
177	Physically restrain crowds.	3.46	87.1	1.62	15.5	62.9%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
173	Patrol riot stricken, civil disturbance, or high crime areas.	3.46	86.9	3.45	84.3	77.0%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	3.45	86.6	2.16	40.4	31.3%
51	Deliver babies.	3.44	86.4	1.06	0.2	42.0%
179	Use restraining devices (handcuffs, chains, etc.).	3.44	86.2	4.13	95.8	96.0%
63	Record location of physical evidence at scene.	3.44	85.9	2.96	70.7	69.9%
243	Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.	3.44	85.7	1.99	32.4	82.2%
75	Take precautions to prevent additional accidents at accident scene.	3.44	85.4	3.16	75.6	89.7%
323	Operate vehicle on snow or ice covered roads.	3.43	85.2	1.90	26.5	84.1%
56	Guard prisoners at facilities other than a jail (hospital, doctor, etc.).	3.42	85.0	2.20	41.5	87.4%
155	Secure and protect crime scene before, during and after processing.	3.41	84.7	2.73	61.3	84.6%
137	Detect and stop DUI suspects.	3.41	84.5	2.78	62.7	80.1%
1	Check condition and status of patrol vehicle and equipment.	3.40	84.3	4.60	99.8	97.4%
218	Check weapons in and out of detention facility.	3.40	84.0	2.83	65.7	93.4%
176	Forcibly enter residence (kick or force door, etc.).	3.39	83.8	1.91	27.2	69.9%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	3.39	83.6	1.49	10.6	71.5%
196	Inspect patrol vehicle for weapons or contraband.	3.37	83.3	4.20	96.9	95.6%
151	Collect and preserve evidence and personal property from crime scenes.	3.37	83.1	3.13	74.6	59.0%
237	Conduct warrantless search.	3.36	82.9	2.84	66.2	91.2%
262	Investigate police applicant's background.	3.36	82.6	1.12	0.7	30.2%
366	Interview adult sexual assault victims.	3.36	82.4	1.86	25.1	30.5%
53	Advise persons of constitutional rights.	3.36	82.2	3.60	87.3	95.9%
401	Establish probable cause.	3.36	81.9	4.24	97.7	97.4%
234	Arrest persons with a warrant.	3.36	81.7	3.39	82.4	94.8%
324	Arrest persons without a warrant.	3.35	81.5	3.40	82.9	94.5%
268	Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.	3.34	81.2	1.77	21.4	91.8%
327	Search incident to arrest.	3.34	81.0	3.73	89.9	93.0%
384	Conduct on-scene assessment of potential physical abuse of children.	3.32	80.8	2.19	40.8	68.4%
64	Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.	3.32	80.5	2.35	46.9	52.7%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
107	Respond to prowler calls.	3.31	80.3	3.00	71.6	96.3%
180	Use (OC) Pepper Gas to subdue suspects.	3.31	80.0	1.85	24.9	82.7%
96	Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.	3.30	79.8	1.72	19.7	45.8%
217	Detain mentally ill person without court order.	3.30	79.6	1.60	14.6	86.0%
7	Maintain updated information concerning wanted persons, vehicles, etc.	3.30	79.3	3.57	86.6	81.3%
228	Provide courtroom security.	3.29	79.1	1.91	27.5	70.5%
4	Question suspicious persons.	3.29	78.9	4.38	98.8	92.2%
219	Search with a court issued search warrant.	3.28	78.6	2.18	40.6	83.3%
149	Track persons from crime scene.	3.28	78.4	2.37	48.4	46.7%
399	Take adult victim of abuse or neglect into emergency protective custody.	3.28	78.2	1.62	16.0	85.2%
291	Interview child victims of crimes.	3.27	77.9	2.19	41.1	38.3%
263	Review warrants ensuring that they are valid prior to service.	3.26	77.7	3.16	75.4	84.4%
283	Identify wanted suspects.	3.26	77.5	3.21	77.5	94.4%
236	Transport prisoners.	3.26	77.2	3.48	85.2	95.9%
227	Arrest DUI suspects.	3.26	77.0	2.41	49.1	91.1%
364	Provide protection to threatened persons.	3.26	76.8	2.45	50.2	74.7%
57	Participate in strategy/planning for arrests.	3.25	76.5	2.70	59.6	64.3%
121	Obtain personal evidence (handwriting, blood, hair, etc.) from persons.	3.24	76.3	1.76	20.9	26.6%
333	Search crime scenes for physical evidence.	3.23	76.1	3.01	72.1	53.7%
368	Report elderly abuse or neglect to the Department of Social Services.	3.23	75.8	1.71	19.2	83.9%
386	Initiate arrest subsequent to a court order (restraining order).	3.22	75.6	2.08	36.9	94.0%
233	Operate vehicle in rain.	3.22	75.4	3.66	88.7	95.2%
419	Drag unconscious victims from dangerous situations for at least 20 feet.	3.20	75.1	1.38	7.5	95.9%
205	Transport prisoners other than to jail.	3.20	74.9	2.30	44.6	87.8%
49	Transport injured persons.	3.19	74.6	1.54	12.0	75.7%
20	Give descriptions to other officers.	3.19	74.4	4.17	96.7	96.3%
61	Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).	3.19	74.2	1.92	28.2	87.9%
288	Investigate criminal activities involving drugs.	3.18	73.9	3.57	86.4	66.9%
252	Document statements or confessions from witnesses or suspects.	3.18	73.7	3.42	83.6	73.7%
284	Mediate family disputes.	3.18	73.5	3.46	84.5	89.6%
111	Conduct initial investigation of crime.	3.17	73.2	3.93	92.5	85.7%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
3	Investigate/Observe suspicious vehicles.	3.17	73.0	4.46	99.3	92.6%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.	3.17	73.0	3.30	80.5	92.5%
250	Conduct investigation from start to finish.	3.15	72.5	2.84	66.9	41.3%
148	Determine need for specialized assistance at crime scene.	3.14	72.3	2.93	69.7	68.9%
393	Protect persons and property from further injury at accident scene.	3.14	72.1	3.03	72.5	95.9%
371	Maintain knowledge of local disaster plans and your individual responsibilities.	3.14	71.8	2.64	58.2	65.3%
322	Serve mental health commitments orders.	3.14	71.6	1.75	20.7	78.0%
192	Maintain adequate level of emergency supplies and equipment in police car.	3.13	71.4	4.32	98.6	90.8%
85	Participate in physical training.	3.13	71.1	3.18	76.1	94.4%
138	Present evidence in legal proceedings.	3.13	70.9	2.77	62.2	83.8%
224	Take juveniles into protective custody.	3.13	70.7	1.93	28.6	88.2%
55	Request bystanders to assist in an apprehension.	3.12	70.4	1.23	3.3	89.3%
28	Conduct a non-swimming rescue (rope, pole, floatation device).	3.12	70.2	1.20	2.1	74.3%
197	Investigate suspicious activity.	3.11	70.0	4.32	98.4	94.1%
289	Make vehicle stop to effect misdemeanor arrest.	3.11	69.7	3.45	84.0	95.9%
251	Interview or interrogate suspects.	3.11	69.5	3.39	82.2	48.3%
187	Provide protective escort for public figures.	3.10	69.2	1.71	19.0	48.3%
66	Conduct on-the-scene suspect identification (show-up, one-on-one).	3.10	69.0	3.04	73.5	85.7%
406	Investigate hate crimes.	3.10	68.8	1.50	11.3	40.4%
331	Photograph crime scenes.	3.10	68.5	2.19	41.3	28.1%
344	Search dead bodies for evidence.	3.10	68.3	1.46	9.9	41.6%
242	Examine evidence and personal property from crime scenes.	3.09	68.1	2.47	51.2	43.5%
332	Package evidence.	3.09	67.8	3.05	73.9	57.4%
150	Search vehicles for contraband.	3.08	67.6	3.66	88.5	91.5%
114	Extradite prisoners from other states.	3.08	67.4	1.38	7.3	51.1%
365	Refer and/or transport victims of domestic violence to a shelter.	3.08	67.1	2.12	37.8	91.8%
300	Evaluate driver's capability to operate vehicle.	3.07	66.9	3.21	77.9	87.0%
343	Verify identity of deceased.	3.06	66.7	1.67	17.1	58.2%
99	Administer roadside sobriety test.	3.05	66.4	2.46	50.9	79.6%
220	Request for verification of warrants before service.	3.04	66.2	3.28	80.3	94.1%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
362	Calm alarmed or panicked person or crowd.	3.04	66.0	2.76	61.7	86.6%
193	Alert potential victims to specific crime threats.	3.04	65.7	2.82	64.8	89.6%
239	Obtain search warrants.	3.03	65.5	1.88	26.1	73.0%
241	Diagram crime scenes.	3.01	65.3	1.67	17.4	39.3%
153	Dust and lift latent fingerprints.	3.01	65.0	1.99	31.5	35.4%
34	Investigate injuries to prisoners.	3.01	64.8	1.39	8.0	51.1%
125	Direct activities of assisting units on scene.	3.00	64.6	2.55	54.9	59.8%
133	Apprehend juvenile.	3.00	64.3	2.86	67.4	95.6%
69	Verify reliability and credibility of witnesses.	2.99	64.1	2.96	70.9	62.0%
382	Identify evidence at a hate crime.	2.99	63.8	1.80	23.0	54.1%
277	Attempt to verify the true identity of prisoner prior to booking.	2.98	63.6	3.52	85.9	88.2%
184	Provide assistance to emotionally disturbed or mentally retarded persons.	2.98	63.4	2.54	54.5	76.0%
226	Prosecute magisterial/municipal court level DUI case.	2.98	63.1	2.14	39.4	73.4%
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	2.97	62.9	4.30	98.1	90.4%
210	Investigate unusual odors or sounds.	2.97	62.7	3.03	73.0	83.0%
32	Read court papers to determine proper action.	2.97	62.4	2.64	58.0	84.0%
76	Set priorities and then direct activities at scenes of accident investigations.	2.97	62.2	2.49	51.6	66.1%
213	Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.	2.97	62.0	2.82	65.3	84.1%
304	Consult with supervisor to determine proper action.	2.96	61.7	3.72	89.4	92.6%
6	Participate in large scale searches.	2.96	61.5	2.26	43.9	62.7%
156	Analyze and compare crimes for similarity of modus operandi (M.O.).	2.96	61.3	2.08	36.4	29.7%
160	Interview complainants, witnesses, etc.	2.95	61.0	4.05	94.8	91.9%
103	Identify stolen or wanted vehicles.	2.95	60.8	2.91	68.8	93.0%
92	Participate in vice calls involving gambling, illegal liquor or prostitutes.	2.95	60.6	1.66	16.9	40.7%
146	Take into custody person detained by a citizen.	2.95	60.3	2.00	33.6	92.6%
175	Talk with leaders of demonstrations.	2.94	60.1	1.29	4.2	42.6%
13	Identify suspected drug samples.	2.94	59.9	2.71	60.3	44.7%
199	Operate radio in patrol car.	2.94	59.6	4.70	100.0	94.8%
198	Identify and patrol potential trouble spots in assigned area.	2.94	59.4	4.28	97.9	93.7%
206	Conduct follow-up investigation of crime.	2.93	59.2	3.18	76.3	60.1%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
325	Make arrest for traffic charge.	2.93	58.9	3.13	74.9	95.9%
141	Enforce court issued order.	2.92	58.7	2.54	54.2	86.2%
416	Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).	2.92	58.5	2.33	46.0	95.1%
26	Participate in traffic patrol tactics.	2.92	58.2	3.47	84.7	81.7%
110	Request NCIC check on suspect, weapon, property, etc.	2.91	58.0	4.17	96.2	92.3%
12	Direct traffic using hand signals and gestures.	2.91	57.7	3.26	79.3	96.0%
383	Use tactical communications ("Verbal Judo").	2.90	57.5	3.83	91.3	76.2%
335	Gather intelligence on suspected criminals.	2.89	57.3	2.85	67.1	54.6%
370	Investigate hit and run accident.	2.89	57.0	2.24	42.7	77.6%
172	Review reports prior to trial.	2.88	56.8	3.18	76.5	91.1%
14	Review recent court ruling.	2.88	56.6	2.60	55.6	72.6%
266	Climb over chain link fence to pursue a suspect.	2.87	56.3	2.13	38.7	95.9%
290	Attend in-service training.	2.87	56.1	2.77	62.4	77.8%
425	Participate in physical training.	2.87	55.9	3.31	81.0	94.0%
354	Screen access to police records (criminal, accident, etc.).	2.86	55.6	1.98	31.2	71.5%
67	Establish modus operandi (M.O.) of a suspect.	2.86	55.4	2.54	54.0	45.0%
95	Check security of property in your assigned area.	2.86	55.2	4.03	94.1	92.6%
70	Talk with informants.	2.86	54.9	2.64	57.7	54.8%
126	Detain persons not under arrest.	2.86	54.7	3.24	79.1	94.9%
405	Have contact with media at direction of Chief/Sheriff/Supervisor.	2.86	54.5	1.36	6.6	43.8%
329	Obtain arrest warrants.	2.86	54.2	2.92	69.0	92.6%
157	Conduct surveillance of individuals.	2.85	54.0	2.61	55.9	43.0%
230	Pursue suspect by jumping over low obstacles.	2.85	53.8	2.41	49.3	96.0%
400	Search vehicle under authority of a warrant.	2.84	53.5	1.79	22.1	89.1%
321	Pick up children on court orders.	2.84	53.3	1.67	18.1	81.8%
152	Climb over a solid wall to pursue a suspect.	2.84	53.1	1.98	31.0	95.6%
421	Pursue suspect up and down 2 flights of stairs.	2.83	52.8	1.62	15.7	95.9%
62	Search victims for personal property/identification.	2.83	52.6	2.72	60.8	92.6%
225	Obtain confinement order from Family Court to keep juvenile jailed.	2.83	52.3	1.45	9.6	69.4%
378	Drive on skid pad.	2.83	52.1	1.67	17.6	90.0%
80	Update records of warrants served.	2.83	51.9	1.98	30.8	70.9%
403	Operate DataMaster breath testing device.	2.83	51.6	2.00	32.6	35.8%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
423	Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.	2.83	51.4	1.91	27.7	95.9%
418	Climb through openings/crawl spaces, etc.	2.83	51.2	1.84	24.4	93.6%
357	Escort vehicles or persons through picket lines.	2.83	50.9	1.16	1.2	80.5%
275	Photograph latent fingerprints.	2.82	50.7	1.37	7.0	26.3%
417	Climb through windows in order to gain entry.	2.82	50.5	1.88	25.8	94.4%
337	Conduct photo line-ups.	2.82	50.2	1.61	15.0	49.3%
413	Crawl under a fence or gate to assist a victim.	2.82	50.0	1.70	18.3	98.1%
338	Review laboratory reports as an aid to investigation.	2.82	49.8	1.93	28.4	42.3%
65	Advise victims of crime of their options and rights.	2.81	49.5	3.63	88.0	89.7%
81	Discuss case with prosecutor before and after legal proceedings.	2.81	49.3	2.52	52.6	79.3%
420	Climb over 4 foot chain link fence to pursue a suspect.	2.80	49.1	1.97	30.5	95.5%
412	Run at least 250 yards to catch fleeing suspect.	2.80	48.8	2.07	36.2	95.5%
168	Test operating condition of vehicle.	2.79	48.6	2.62	56.3	78.1%
25	Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.	2.79	48.4	4.04	94.4	94.5%
72	Describe contributing factors in accident.	2.79	48.1	2.84	66.4	74.5%
293	Refer to S.C. Code of Laws for information.	2.79	47.9	3.84	91.5	96.7%
169	Test operating condition of vehicle that has been involved in an accident.	2.79	47.7	1.55	12.7	55.8%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.79	47.4	2.70	59.9	60.2%
415	Pursue a suspect over trenches and small ditches.	2.78	47.2	2.24	42.5	95.5%
188	Deliver emergency and/or death messages.	2.78	46.9	1.77	21.6	70.5%
240	Make preliminary identification of victim.	2.78	46.7	2.53	53.1	88.1%
336	Determine whether recovered property is linked to prior crimes.	2.78	46.5	2.30	44.8	52.8%
18	Work in plainclothes on special assignment.	2.77	46.2	2.01	33.8	29.9%
195	Fight various types of fires (grass, forest, vehicle, house, etc.).	2.77	46.0	1.49	11.0	48.5%
426	Pursue suspect over uneven terrain.	2.77	45.8	2.35	47.2	94.7%
340	Make use of polygraph in investigation.	2.77	45.5	1.29	4.0	35.7%
229	Receive and pass along information about recent crimes at squad meetings.	2.77	45.3	3.59	87.1	93.4%
422	Pursue suspect by jumping over low obstacles.	2.77	45.1	2.15	39.9	97.0%
373	Detain/jail suspects arrested by merchants or private security personnel.	2.76	44.8	2.23	42.0	94.4%
264	Review other officers' cases to be presented to Grand Jury or trial.	2.76	44.6	1.60	14.8	54.1%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
174	Destroy injured or rabid animals.	2.76	44.4	1.43	8.7	77.4%
144	Complete Uniform Crime Report (UCR) incident report form.	2.75	44.1	3.79	90.4	89.6%
119	Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.	2.75	43.9	2.13	38.0	73.0%
142	Remove obstructions from roadway.	2.75	43.7	3.23	78.4	94.8%
377	Use flashlight as a security tool.	2.75	43.7	3.36	81.9	97.4%
361	Inventory contents of suspect's vehicle.	2.75	43.2	3.27	80.0	95.9%
131	Mark valuable items for persons when securing in departmental property room.	2.74	43.0	2.05	35.2	76.7%
71	Interview medical personnel to obtain information concerning an incident.	2.74	42.7	2.25	43.7	67.9%
164	Identify probable causes of traffic accidents.	2.74	42.5	2.80	63.6	75.7%
334	Take photograph of line-ups.	2.74	42.3	1.41	8.5	44.0%
387	Conduct an investigation at a public/private school.	2.74	42.0	1.99	31.7	65.0%
158	Recruit informants.	2.73	41.8	2.07	35.9	42.9%
381	Understand when to properly use the NCIC System.	2.73	41.5	3.94	93.0	77.2%
40	Advise parents of their juvenile's violations.	2.73	41.3	2.92	69.5	88.6%
265	Control nonviolent crowds.	2.73	41.1	2.32	45.5	81.1%
372	Obtain court order before fingerprinting or photographing a juvenile.	2.73	41.1	1.30	4.9	76.8%
339	Utilize criminal records to aid in investigation.	2.72	40.6	2.63	57.3	65.2%
73	Interview drivers of vehicles involved in accident.	2.72	40.4	2.94	70.0	90.7%
117	Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.	2.72	40.4	1.31	5.9	47.4%
154	Fingerprint prisoners.	2.72	40.4	1.64	16.4	70.2%
414	Change direction quickly pursuing a subject.	2.72	39.7	2.36	48.1	97.4%
345	Diagram accident scene.	2.71	39.4	2.44	50.0	69.9%
163	Conduct photographic surveillance.	2.71	39.2	1.56	13.4	29.0%
374	Secure and protect valuable items (voting boxes, money, etc.).	2.71	39.0	1.95	30.0	86.1%
349	Protect traffic accident physical evidence for collection.	2.71	38.7	2.15	39.7	75.7%
134	Refer juveniles under investigation to Family Court or DJJ.	2.71	38.5	2.63	57.5	86.6%
350	Search accident scenes for physical evidence.	2.69	38.3	2.35	47.4	73.1%
247	Aid in investigations and exchange information with other law enforcement agencies.	2.69	38.0	3.17	75.8	84.6%
97	Check validity of operator's license and vehicle registration.	2.69	37.8	4.22	97.4	95.9%
120	Secure house or business.	2.68	37.6	3.08	74.2	91.9%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
360	Maintain personal notes on various cases.	2.68	37.3	3.89	92.3	94.0%
246	Determine whether incidents are criminal or civil in nature.	2.67	37.1	3.88	91.8	93.7%
127	Secure vehicles after arrests and/or accidents.	2.67	36.9	3.53	86.2	94.8%
74	Measure skidmarks.	2.66	36.6	1.54	12.2	48.5%
249	Trace stolen goods.	2.65	36.4	2.06	35.7	52.2%
351	Control spectator access at accidents.	2.65	36.2	2.53	53.5	94.8%
21	Mediate civil disputes.	2.64	35.9	3.33	81.5	80.5%
248	Confer with coroner concerning cases.	2.64	35.7	1.56	12.9	58.0%
313	Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).	2.64	35.4	2.49	51.9	94.1%
79	Dispose of evidence no longer needed or upon court order.	2.63	35.2	1.80	22.8	52.2%
104	Patrol highways.	2.63	35.0	3.70	89.2	95.9%
29	Respond to an incident involving counterfeit money, check fraud and/or forgery.	2.62	34.7	2.67	58.9	61.8%
326	Use video and/or audio recording equipment.	2.62	34.5	3.40	82.6	63.8%
209	Comfort emotionally upset persons.	2.62	34.3	3.03	72.8	84.5%
68	Review records and pictures of suspects.	2.62	34.0	3.26	79.6	73.8%
129	Investigate trespassing call.	2.62	33.8	3.35	81.7	98.1%
261	Inventory impounded vehicles.	2.62	33.6	2.67	58.7	92.9%
253	Complete collision report form.	2.62	33.3	2.71	60.1	92.6%
33	Use alternatives to photographs for identifications (artists' sketches, etc.).	2.61	33.1	1.71	18.8	33.9%
191	Explain laws and/or describe hazards to juveniles.	2.61	32.9	3.19	76.8	84.0%
278	Develop familiarity with structure of community or neighborhood.	2.61	32.6	3.80	90.6	84.8%
274	Interview elderly victims.	2.60	32.4	2.49	51.4	80.7%
208	Advise property owners of potentially hazardous conditions.	2.60	32.2	2.37	48.6	86.7%
42	Attend DataMaster refusal hearing as arresting officer.	2.60	31.9	1.77	21.8	57.5%
140	Update dispatch records of officers on calls.	2.59	31.7	1.74	20.2	73.8%
159	Talk with families of suspects.	2.59	31.5	2.78	62.9	78.3%
302	Plan temporary traffic detours.	2.59	31.2	1.80	22.5	70.3%
211	Transport property or evidence.	2.59	31.0	3.21	77.7	91.9%
10	Serve as switchboard operator and/or dispatcher at headquarters.	2.58	30.8	1.30	5.4	58.7%
212	Deliver emergency supplies and equipment.	2.58	30.5	1.49	10.8	90.4%
348	Take measurements at traffic accident scenes.	2.58	30.3	1.64	16.7	52.8%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
91	Assist bail bondsman in taking fugitives into custody.	2.58	30.0	1.36	6.8	72.3%
271	Write follow-up reports on original incident.	2.58	29.8	2.97	71.1	93.7%
171	Confer with prosecutor prior to obtaining warrant.	2.58	29.6	1.99	32.2	85.9%
347	Investigate accident to identify point of impact.	2.57	29.3	2.61	56.1	73.0%
189	Obtain and present suspect's criminal record for bond hearing.	2.57	29.1	2.55	54.7	88.1%
369	Confer with school officials on matters pertaining to juveniles.	2.56	28.9	2.10	37.1	81.3%
256	Take statements from witnesses or victims of accident.	2.56	28.6	2.51	52.3	95.6%
132	Perform property checks while owners are absent.	2.56	28.4	3.41	83.3	93.3%
139	Attend squad meetings prior to going on duty.	2.55	28.2	3.60	87.6	92.6%
330	Attempt to locate witnesses of crime by knocking on doors, etc.	2.55	27.9	2.62	56.6	91.0%
308	Book prisoner by completing forms.	2.54	27.7	3.04	73.7	92.6%
273	Deal with incidents involving shoplifting.	2.54	27.5	2.76	62.0	96.7%
257	Photograph accident scenes.	2.54	27.2	1.81	23.7	69.9%
286	Establish rapport with residents or businesses in patrol area.	2.53	27.0	4.08	95.5	92.9%
356	Testify in administrative hearings.	2.53	26.8	1.90	26.8	84.9%
2	Provide escort for merchants' bank deposits.	2.53	26.5	2.34	46.7	93.7%
36	Advise crime victims of crime prevention programs.	2.52	26.3	2.89	68.3	72.0%
100	Operate radar.	2.52	26.1	2.95	70.2	41.8%
135	Handle complaints involving juveniles informally.	2.51	25.8	2.73	61.0	87.0%
109	Manually operate traffic control devices.	2.51	25.6	1.39	7.7	63.6%
181	Review reports from proceeding shift prior to going on duty.	2.50	25.4	3.27	79.8	92.9%
294	Advise victims how to seek prosecution.	2.50	25.4	3.48	85.0	94.8%
355	Monitor central alarm board in police department.	2.50	24.9	1.21	2.3	76.1%
305	Push stalled vehicle out of traffic lane.	2.49	24.6	2.83	66.0	95.9%
128	Communicate information on an informal basis to other law enforcement groups.	2.49	24.4	3.19	77.0	83.4%
165	Issue citations in traffic accidents.	2.47	24.2	2.68	59.2	94.8%
122	Investigate damage to roadway.	2.47	23.9	1.94	29.8	82.2%
161	Confer with probation officer during investigation of suspect.	2.47	23.9	2.01	34.0	77.1%
19	Assist people who are physically challenged.	2.47	23.5	2.49	52.1	83.8%
145	Explain nature of complaints to offenders.	2.47	23.2	3.97	93.4	94.5%
47	Serve subpoenas.	2.46	23.0	1.93	29.3	87.5%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
341	Provide procedural information to prospective witnesses for courtroom appearance.	2.46	22.8	1.92	27.9	67.4%
287	Request driver's license (D.L.) check with computer.	2.46	22.5	4.00	93.9	91.8%
201	Check drivers for proper license.	2.45	22.3	4.17	96.5	96.7%
380	Obtain information from various community groups for investigative purpose.	2.44	22.1	2.34	46.5	66.3%
299	Impound property.	2.43	21.8	2.65	58.5	92.5%
245	Answer victim inquiries regarding progress of a case.	2.43	21.6	2.83	65.5	85.2%
82	Appear for testimony in legal proceedings without being called to testify.	2.42	21.4	2.06	35.4	85.1%
166	Follow-up extent of personal injuries resulting from traffic accidents.	2.42	21.1	2.13	38.5	82.2%
46	Attach property under court order.	2.42	20.9	1.23	2.6	63.7%
279	Maintain knowledge of community resources.	2.41	20.7	3.69	89.0	83.6%
200	Handle records at headquarters.	2.41	20.4	2.53	53.3	68.4%
424	Stoop and/or bend to collect evidence.	2.41	20.2	3.24	78.9	96.2%
102	Establish field contacts with citizens in patrol area.	2.41	20.0	3.49	85.7	93.0%
44	Obtain medical exam for DUI suspect.	2.41	19.7	1.41	8.2	71.3%
297	Patrol on foot.	2.40	19.5	3.03	72.3	96.3%
185	Serve as school crossing guard.	2.40	19.2	1.62	15.3	89.2%
255	Inventory personal property of accident victims.	2.39	19.0	2.01	34.3	97.4%
24	Inspect vehicles for compliance with vehicle code.	2.38	18.8	2.63	57.0	81.0%
45	Collect fines when under court order.	2.38	18.5	1.19	1.9	67.7%
311	Inspect vehicles for fresh damage.	2.37	18.3	2.92	69.2	90.6%
167	Review accident with accident investigators.	2.36	18.1	1.80	23.2	80.4%
216	Photograph prisoner as part of booking process.	2.35	17.8	1.71	18.5	78.7%
379	Know various concepts of community trends.	2.34	17.6	2.89	68.1	72.9%
309	Locate persons using information from utility companies, schools, etc.	2.34	17.4	2.28	44.1	69.3%
280	Direct information requests to appropriate authorities.	2.34	17.1	3.63	87.8	88.5%
89	Fill out field interrogation card.	2.34	16.9	2.35	47.7	93.7%
314	Investigate alcoholic beverage regulations violations.	2.33	16.7	2.16	40.1	59.6%
260	Seek to involve the community in various police supported projects.	2.33	16.4	1.94	29.8	63.7%
259	Determine status of auto insurance.	2.33	16.2	3.21	77.2	96.7%
318	Talk with families of juveniles.	2.33	16.0	2.81	64.3	86.1%
130	Conduct crime prevention meetings.	2.32	15.7	1.48	10.3	47.4%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
307	Locate owners of recovered property.	2.32	15.5	2.46	50.7	90.0%
281	Refer gun permit inquiries to appropriate authorities.	2.31	15.3	2.30	44.4	85.3%
320	Attend bail bond hearings.	2.31	15.0	2.13	38.3	92.2%
328	Explain departmental policies to individuals or community groups.	2.31	14.8	2.71	60.6	70.9%
78	Participate in ride-along programs where the community is offered a look at departmental operations.	2.31	14.6	1.99	31.9	69.5%
112	Respond to non-criminal calls for service and assistance.	2.31	14.3	4.04	94.6	94.4%
223	Confer with investigator assigned to juvenile operations.	2.31	14.1	2.12	37.6	85.8%
306	Notify witnesses to appear without subpoena.	2.30	13.8	2.33	46.2	93.7%
352	Locate documents and information in records system.	2.30	13.6	3.04	73.2	75.6%
202	Explain state vehicle laws and procedures to citizens.	2.30	13.4	3.82	90.8	93.0%
391	Complete tow slips on towed vehicles.	2.30	13.1	3.22	78.2	93.6%
38	Visit schools.	2.30	12.9	2.31	45.1	71.7%
296	Make entries in patrol log.	2.29	12.7	2.80	63.4	93.3%
231	Serve summons to witnesses.	2.29	12.4	1.90	26.3	92.5%
194	Use speedometer to clock speeders.	2.29	12.2	2.62	56.8	77.2%
118	Notify citizens of damage to their property.	2.28	12.0	2.84	66.7	92.9%
315	Participate in community relations programs.	2.28	11.7	2.11	37.3	66.7%
390	Refer juveniles to social service agencies for reasons other than prosecution.	2.27	11.5	1.81	23.5	80.0%
316	Respond to general information questions from the public.	2.27	11.3	3.78	90.1	85.8%
346	Instruct drivers involved to report accident to their insurance company.	2.25	11.0	2.82	64.6	95.1%
221	Conduct formal or informal residential or business security surveys.	2.25	10.8	1.79	22.3	65.8%
170	Verify vehicle title information.	2.25	10.6	3.30	80.8	90.7%
388	Visit schools for presentation purposes.	2.25	10.3	1.76	21.1	65.5%
182	Serve civil process papers.	2.25	10.1	1.54	12.4	78.9%
94	Respond to complaints of voting irregularities at polling places.	2.24	9.9	1.08	0.5	54.0%
254	Instruct drivers involved in an accident to exchange information.	2.24	9.6	2.22	41.8	97.0%
106	Answer general questions or information requests from public.	2.23	9.4	4.44	99.1	89.6%
222	Organize neighborhood watch groups.	2.23	9.2	1.29	4.5	46.1%
203	Issue verbal warnings.	2.22	8.9	4.05	95.1	95.6%
389	Refer suspect to alcohol/drug treatment program after a DUI arrest.	2.21	8.7	1.83	23.9	80.8%
232	Serve eviction notices.	2.21	8.5	1.29	3.8	79.2%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
162	Estimate value of stolen or recovered goods.	2.20	8.2	3.40	83.1	87.0%
101	Check establishments that sell alcohol beverages while on patrol.	2.20	8.0	2.56	55.4	75.2%
11	Assist stranded motorists.	2.19	7.7	3.82	91.1	92.9%
317	Confer with juvenile counselor.	2.19	7.5	1.86	25.4	83.1%
392	Estimate damage to vehicles and property involved in accidents.	2.19	7.3	2.75	61.5	88.0%
93	Assist animal control officers.	2.19	7.0	2.08	36.6	79.7%
183	Direct persons to technical emergency services as needed (gas, electric, phone).	2.18	6.8	2.25	43.4	88.8%
363	Enforce litter laws.	2.17	6.6	2.87	67.6	92.9%
87	Conduct a patrol on a bicycle.	2.16	6.3	1.23	3.5	44.4%
77	Inform driver of towed or impounded vehicle's location.	2.16	6.1	3.43	83.8	96.7%
30	Take custody of lost and found property.	2.15	5.9	2.98	71.4	95.2%
235	Instruct suspect on process for obtaining an attorney.	2.14	5.6	2.55	55.2	93.3%
143	Escort processions (parades).	2.13	5.4	1.93	28.9	91.0%
244	Witness autopsies.	2.12	5.2	1.29	4.7	48.3%
105	Refer persons to other public agencies.	2.11	4.9	3.72	89.7	91.9%
258	Review accident with insurance investigators.	2.10	4.7	1.44	9.4	76.8%
108	Operate teletype.	2.09	4.5	1.23	2.8	36.6%
301	Issue warning tickets.	2.06	4.2	2.90	68.5	95.5%
407	Issue parking violations (meters, handicap, do not park zones).	2.05	4.0	2.24	43.0	94.3%
272	Monitor tow vehicle operator's compliance with regulations.	2.05	3.8	1.63	16.2	76.1%
54	Explain arrest action to onlookers.	2.04	3.5	2.32	45.3	92.2%
207	Explain point system to violators.	2.01	3.3	2.88	67.8	94.8%
23	Transport medical supplies.	2.00	3.1	1.23	3.1	75.2%
295	Control stray livestock.	1.99	2.8	1.67	17.8	91.0%
37	Distribute material for public relations.	1.99	2.6	2.00	33.3	74.4%
31	Stand for more than eight hours.	1.99	2.3	2.00	33.1	94.3%
35	Check individual businesses for compliance with licensing requirements.	1.95	2.1	1.51	11.5	63.7%
214	Sit continuously for more than half a shift.	1.95	1.9	2.69	59.4	92.7%
5	Stand continuously for more than half a shift.	1.93	1.6	2.45	50.5	95.9%
43	Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.	1.92	1.4	1.30	5.2	71.0%
22	Perform weather-watch service.	1.92	1.2	1.43	9.2	70.8%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
15	Fingerprint persons for other than criminal reasons (job applications).	1.86	0.9	1.58	13.8	71.9%
27	Respond to requests for street directions.	1.84	0.7	3.59	86.9	92.9%
298	Transport animals.	1.76	0.5	1.47	10.1	84.2%
90	Monitor the compliance of taxicabs with regulations.	1.59	0.2	1.30	5.6	67.7%

**Appendix F. 2005 South Carolina Basic Law Enforcement Officer Job Task Analysis Items:
Tasks Listed in Descending Order by Frequency**

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
199	Operate radio in patrol car.	2.94	59.6	4.70	100.0	94.8%
1	Check condition and status of patrol vehicle and equipment.	3.40	84.3	4.60	99.8	97.4%
115	Wear body armor on patrol.	4.09	97.4	4.56	99.5	96.3%
3	Investigate/Observe suspicious vehicles.	3.17	73.0	4.46	99.3	92.6%
106	Answer general questions or information requests from public.	2.23	9.4	4.44	99.1	89.6%
4	Question suspicious persons.	3.29	78.9	4.38	98.8	92.2%
192	Maintain adequate level of emergency supplies and equipment in police car.	3.13	71.4	4.32	98.6	90.8%
197	Investigate suspicious activity.	3.11	70.0	4.32	98.4	94.1%
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	2.97	62.9	4.30	98.1	90.4%
198	Identify and patrol potential trouble spots in assigned area.	2.94	59.4	4.28	97.9	93.7%
401	Establish probable cause.	3.36	81.9	4.24	97.7	97.4%
97	Check validity of operator's license and vehicle registration.	2.69	37.8	4.22	97.4	95.9%
285	Respond as back-up.	3.53	89.2	4.21	97.2	95.9%
196	Inspect patrol vehicle for weapons or contraband.	3.37	83.3	4.20	96.9	95.6%
20	Give descriptions to other officers.	3.19	74.4	4.17	96.7	96.3%
201	Check drivers for proper license.	2.45	22.3	4.17	96.5	96.7%
110	Request NCIC check on suspect, weapon, property, etc.	2.91	58.0	4.17	96.2	92.3%
190	Maintain knowledge of departmental policies related to use of firearms.	3.67	92.5	4.16	96.0	89.5%
179	Use restraining devices (handcuffs, chains, etc.).	3.44	86.2	4.13	95.8	96.0%
286	Establish rapport with residents or businesses in patrol area.	2.53	27.0	4.08	95.5	92.9%
147	Conduct frisk or patdown.	3.73	93.0	4.05	95.3	94.5%
203	Issue verbal warnings.	2.22	8.9	4.05	95.1	95.6%
160	Interview complainants, witnesses, etc.	2.95	61.0	4.05	94.8	91.9%
112	Respond to non-criminal calls for service and assistance.	2.31	14.3	4.04	94.6	94.4%
25	Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.	2.79	48.4	4.04	94.4	94.5%
95	Check security of property in your assigned area.	2.86	55.2	4.03	94.1	92.6%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
287	Request driver's license (D.L.) check with computer.	2.46	22.5	4.00	93.9	91.8%
276	Adhere to departmental policies relative to high speed chases.	3.97	96.5	3.98	93.7	86.9%
145	Explain nature of complaints to offenders.	2.47	23.2	3.97	93.4	94.5%
8	Respond to crimes in progress.	4.14	97.7	3.97	93.2	92.7%
381	Understand when to properly use the NCIC System.	2.73	41.5	3.94	93.0	77.2%
394	Search arrested suspects.	3.90	95.5	3.94	92.7	95.5%
111	Conduct initial investigation of crime.	3.17	73.2	3.93	92.5	85.7%
360	Maintain personal notes on various cases.	2.68	37.3	3.89	92.3	94.0%
402	Take necessary precautions for bloodborne/airborne pathogens.	3.88	95.1	3.89	92.0	82.4%
246	Determine whether incidents are criminal or civil in nature.	2.67	37.1	3.88	91.8	93.7%
293	Refer to S.C. Code of Laws for information.	2.79	47.9	3.84	91.5	96.7%
383	Use tactical communications ("Verbal Judo").	2.90	57.5	3.83	91.3	76.2%
11	Assist stranded motorists.	2.19	7.7	3.82	91.1	92.9%
202	Explain state vehicle laws and procedures to citizens.	2.30	13.4	3.82	90.8	93.0%
278	Develop familiarity with structure of community or neighborhood.	2.61	32.6	3.80	90.6	84.8%
144	Complete Uniform Crime Report (UCR) incident report form.	2.75	44.1	3.79	90.4	89.6%
316	Respond to general information questions from the public.	2.27	11.3	3.78	90.1	85.8%
327	Search incident to arrest.	3.34	81.0	3.73	89.9	93.0%
105	Refer persons to other public agencies.	2.11	4.9	3.72	89.7	91.9%
304	Consult with supervisor to determine proper action.	2.96	61.7	3.72	89.4	92.6%
104	Patrol highways.	2.63	35.0	3.70	89.2	95.9%
279	Maintain knowledge of community resources.	2.41	20.7	3.69	89.0	83.6%
233	Operate vehicle in rain.	3.22	75.4	3.66	88.7	95.2%
150	Search vehicles for contraband.	3.08	67.6	3.66	88.5	91.5%
60	Document chain of custody for evidence.	3.62	91.5	3.64	88.3	94.9%
65	Advise victims of crime of their options and rights.	2.81	49.5	3.63	88.0	89.7%
280	Direct information requests to appropriate authorities.	2.34	17.1	3.63	87.8	88.5%
139	Attend squad meetings prior to going on duty.	2.55	28.2	3.60	87.6	92.6%
53	Advise persons of constitutional rights.	3.36	82.2	3.60	87.3	95.9%
229	Receive and pass along information about recent crimes at squad meetings.	2.77	45.3	3.59	87.1	93.4%
27	Respond to requests for street directions.	1.84	0.7	3.59	86.9	92.9%
7	Maintain updated information concerning wanted persons, vehicles, etc.	3.30	79.3	3.57	86.6	81.3%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
288	Investigate criminal activities involving drugs.	3.18	73.9	3.57	86.4	66.9%
127	Secure vehicles after arrests and/or accidents.	2.67	36.9	3.53	86.2	94.8%
277	Attempt to verify the true identity of prisoner prior to booking.	2.98	63.6	3.52	85.9	88.2%
102	Establish field contacts with citizens in patrol area.	2.41	20.0	3.49	85.7	93.0%
408	Properly utilize personal protective equipment.	3.55	90.1	3.48	85.4	86.9%
236	Transport prisoners.	3.26	77.2	3.48	85.2	95.9%
294	Advise victims how to seek prosecution.	2.50	25.4	3.48	85.0	94.8%
26	Participate in traffic patrol tactics.	2.92	58.2	3.47	84.7	81.7%
284	Mediate family disputes.	3.18	73.5	3.46	84.5	89.6%
173	Patrol riot stricken, civil disturbance, or high crime areas.	3.46	86.9	3.45	84.3	77.0%
289	Make vehicle stop to effect misdemeanor arrest.	3.11	69.7	3.45	84.0	95.9%
77	Inform driver of towed or impounded vehicle's location.	2.16	6.1	3.43	83.8	96.7%
252	Document statements or confessions from witnesses or suspects.	3.18	73.7	3.42	83.6	73.7%
132	Perform property checks while owners are absent.	2.56	28.4	3.41	83.3	93.3%
162	Estimate value of stolen or recovered goods.	2.20	8.2	3.40	83.1	87.0%
324	Arrest persons without a warrant.	3.35	81.5	3.40	82.9	94.5%
326	Use video and/or audio recording equipment.	2.62	34.5	3.40	82.6	63.8%
234	Arrest persons with a warrant.	3.36	81.7	3.39	82.4	94.8%
251	Interview or interrogate suspects.	3.11	69.5	3.39	82.2	48.3%
377	Use flashlight as a security tool.	2.75	43.7	3.36	81.9	97.4%
129	Investigate trespassing call.	2.62	33.8	3.35	81.7	98.1%
21	Mediate civil disputes.	2.64	35.9	3.33	81.5	80.5%
59	Search for lost, missing, or wanted persons.	3.53	89.7	3.32	81.2	82.7%
425	Participate in physical training.	2.87	55.9	3.31	81.0	94.0%
170	Verify vehicle title information.	2.25	10.6	3.30	80.8	90.7%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.	3.17	73.0	3.30	80.5	92.5%
220	Request for verification of warrants before service.	3.04	66.2	3.28	80.3	94.1%
361	Inventory contents of suspect's vehicle.	2.75	43.2	3.27	80.0	95.9%
181	Review reports from proceeding shift prior to going on duty.	2.50	25.4	3.27	79.8	92.9%
68	Review records and pictures of suspects.	2.62	34.0	3.26	79.6	73.8%
12	Direct traffic using hand signals and gestures.	2.91	57.7	3.26	79.3	96.0%
126	Detain persons not under arrest.	2.86	54.7	3.24	79.1	94.9%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
424	Stoop and/or bend to collect evidence.	2.41	20.2	3.24	78.9	96.2%
9	Respond to high-risk crimes in progress.	4.46	99.5	3.24	78.6	79.8%
142	Remove obstructions from roadway.	2.75	43.7	3.23	78.4	94.8%
391	Complete tow slips on towed vehicles.	2.30	13.1	3.22	78.2	93.6%
300	Evaluate driver's capability to operate vehicle.	3.07	66.9	3.21	77.9	87.0%
211	Transport property or evidence.	2.59	31.0	3.21	77.7	91.9%
283	Identify wanted suspects.	3.26	77.5	3.21	77.5	94.4%
259	Determine status of auto insurance.	2.33	16.2	3.21	77.2	96.7%
128	Communicate information on an informal basis to other law enforcement groups.	2.49	24.4	3.19	77.0	83.4%
191	Explain laws and/or describe hazards to juveniles.	2.61	32.9	3.19	76.8	84.0%
172	Review reports prior to trial.	2.88	56.8	3.18	76.5	91.1%
206	Conduct follow-up investigation of crime.	2.93	59.2	3.18	76.3	60.1%
85	Participate in physical training.	3.13	71.1	3.18	76.1	94.4%
247	Aid in investigations and exchange information with other law enforcement agencies.	2.69	38.0	3.17	75.8	84.6%
75	Take precautions to prevent additional accidents at accident scene.	3.44	85.4	3.16	75.6	89.7%
263	Review warrants ensuring that they are valid prior to service.	3.26	77.7	3.16	75.4	84.4%
58	Search crime scenes for evidence.	3.63	91.8	3.15	75.1	53.1%
325	Make arrest for traffic charge.	2.93	58.9	3.13	74.9	95.9%
151	Collect and preserve evidence and personal property from crime scenes.	3.37	83.1	3.13	74.6	59.0%
376	Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.	3.51	88.7	3.09	74.4	92.6%
120	Secure house or business.	2.68	37.6	3.08	74.2	91.9%
332	Package evidence.	3.09	67.8	3.05	73.9	57.4%
308	Book prisoner by completing forms.	2.54	27.7	3.04	73.7	92.6%
66	Conduct on-the-scene suspect identification (show-up, one-on-one).	3.10	69.0	3.04	73.5	85.7%
352	Locate documents and information in records system.	2.30	13.6	3.04	73.2	75.6%
210	Investigate unusual odors or sounds.	2.97	62.7	3.03	73.0	83.0%
209	Comfort emotionally upset persons.	2.62	34.3	3.03	72.8	84.5%
393	Protect persons and property from further injury at accident scene.	3.14	72.1	3.03	72.5	95.9%
297	Patrol on foot.	2.40	19.5	3.03	72.3	96.3%
333	Search crime scenes for physical evidence.	3.23	76.1	3.01	72.1	53.7%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
52	Engage in Emergency Vehicle Response in congested and open areas.	3.91	95.8	3.01	71.8	82.0%
107	Respond to prowler calls.	3.31	80.3	3.00	71.6	96.3%
30	Take custody of lost and found property.	2.15	5.9	2.98	71.4	95.2%
271	Write follow-up reports on original incident.	2.58	29.8	2.97	71.1	93.7%
69	Verify reliability and credibility of witnesses.	2.99	64.1	2.96	70.9	62.0%
63	Record location of physical evidence at scene.	3.44	85.9	2.96	70.7	69.9%
292	Search inside business or residence for suspect.	3.67	92.3	2.95	70.4	92.6%
100	Operate radar.	2.52	26.1	2.95	70.2	41.8%
73	Interview drivers of vehicles involved in accident.	2.72	40.4	2.94	70.0	90.7%
148	Determine need for specialized assistance at crime scene.	3.14	72.3	2.93	69.7	68.9%
40	Advise parents of their juvenile's violations.	2.73	41.3	2.92	69.5	88.6%
311	Inspect vehicles for fresh damage.	2.37	18.3	2.92	69.2	90.6%
329	Obtain arrest warrants.	2.86	54.2	2.92	69.0	92.6%
103	Identify stolen or wanted vehicles.	2.95	60.8	2.91	68.8	93.0%
301	Issue warning tickets.	2.06	4.2	2.90	68.5	95.5%
36	Advise crime victims of crime prevention programs.	2.52	26.3	2.89	68.3	72.0%
379	Know various concepts of community trends.	2.34	17.6	2.89	68.1	72.9%
207	Explain point system to violators.	2.01	3.3	2.88	67.8	94.8%
363	Enforce litter laws.	2.17	6.6	2.87	67.6	92.9%
133	Apprehend juvenile.	3.00	64.3	2.86	67.4	95.6%
335	Gather intelligence on suspected criminals.	2.89	57.3	2.85	67.1	54.6%
250	Conduct investigation from start to finish.	3.15	72.5	2.84	66.9	41.3%
118	Notify citizens of damage to their property.	2.28	12.0	2.84	66.7	92.9%
72	Describe contributing factors in accident.	2.79	48.1	2.84	66.4	74.5%
237	Conduct warrantless search.	3.36	82.9	2.84	66.2	91.2%
305	Push stalled vehicle out of traffic lane.	2.49	24.6	2.83	66.0	95.9%
218	Check weapons in and out of detention facility.	3.40	84.0	2.83	65.7	93.4%
245	Answer victim inquiries regarding progress of a case.	2.43	21.6	2.83	65.5	85.2%
213	Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.	2.97	62.0	2.82	65.3	84.1%
116	Respond to "man with gun" calls.	4.31	98.6	2.82	65.0	90.8%
193	Alert potential victims to specific crime threats.	3.04	65.7	2.82	64.8	89.6%
346	Instruct drivers involved to report accident to their insurance company.	2.25	11.0	2.82	64.6	95.1%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
318	Talk with families of juveniles.	2.33	16.0	2.81	64.3	86.1%
385	Initiate mandatory arrest in a domestic violence incident.	3.49	88.3	2.81	64.1	94.4%
342	Control a struggling suspect/prisoner.	3.79	94.1	2.81	63.8	91.5%
164	Identify probable causes of traffic accidents.	2.74	42.5	2.80	63.6	75.7%
296	Make entries in patrol log.	2.29	12.7	2.80	63.4	93.3%
86	Subdue suspect using grips or holds.	3.56	90.4	2.79	63.1	91.6%
159	Talk with families of suspects.	2.59	31.5	2.78	62.9	78.3%
137	Detect and stop DUI suspects.	3.41	84.5	2.78	62.7	80.1%
290	Attend in-service training.	2.87	56.1	2.77	62.4	77.8%
138	Present evidence in legal proceedings.	3.13	70.9	2.77	62.2	83.8%
273	Deal with incidents involving shoplifting.	2.54	27.5	2.76	62.0	96.7%
362	Calm alarmed or panicked person or crowd.	3.04	66.0	2.76	61.7	86.6%
392	Estimate damage to vehicles and property involved in accidents.	2.19	7.3	2.75	61.5	88.0%
155	Secure and protect crime scene before, during and after processing.	3.41	84.7	2.73	61.3	84.6%
135	Handle complaints involving juveniles informally.	2.51	25.8	2.73	61.0	87.0%
62	Search victims for personal property/identification.	2.83	52.6	2.72	60.8	92.6%
328	Explain departmental policies to individuals or community groups.	2.31	14.8	2.71	60.6	70.9%
13	Identify suspected drug samples.	2.94	59.9	2.71	60.3	44.7%
253	Complete collision report form.	2.62	33.3	2.71	60.1	92.6%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.79	47.4	2.70	59.9	60.2%
57	Participate in strategy/planning for arrests.	3.25	76.5	2.70	59.6	64.3%
214	Sit continuously for more than half a shift.	1.95	1.9	2.69	59.4	92.7%
165	Issue citations in traffic accidents.	2.47	24.2	2.68	59.2	94.8%
29	Respond to an incident involving counterfeit money, check fraud and/or forgery.	2.62	34.7	2.67	58.9	61.8%
261	Inventory impounded vehicles.	2.62	33.6	2.67	58.7	92.9%
299	Impound property.	2.43	21.8	2.65	58.5	92.5%
371	Maintain knowledge of local disaster plans and your individual responsibilities.	3.14	71.8	2.64	58.2	65.3%
32	Read court papers to determine proper action.	2.97	62.4	2.64	58.0	84.0%
70	Talk with informants.	2.86	54.9	2.64	57.7	54.8%
134	Refer juveniles under investigation to Family Court or DJJ.	2.71	38.5	2.63	57.5	86.6%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
339	Utilize criminal records to aid in investigation.	2.72	40.6	2.63	57.3	65.2%
24	Inspect vehicles for compliance with vehicle code.	2.38	18.8	2.63	57.0	81.0%
194	Use speedometer to clock speeders.	2.29	12.2	2.62	56.8	77.2%
330	Attempt to locate witnesses of crime by knocking on doors, etc.	2.55	27.9	2.62	56.6	91.0%
168	Test operating condition of vehicle.	2.79	48.6	2.62	56.3	78.1%
347	Investigate accident to identify point of impact.	2.57	29.3	2.61	56.1	73.0%
157	Conduct surveillance of individuals.	2.85	54.0	2.61	55.9	43.0%
14	Review recent court ruling.	2.88	56.6	2.60	55.6	72.6%
101	Check establishments that sell alcohol beverages while on patrol.	2.20	8.0	2.56	55.4	75.2%
235	Instruct suspect on process for obtaining an attorney.	2.14	5.6	2.55	55.2	93.3%
125	Direct activities of assisting units on scene.	3.00	64.6	2.55	54.9	59.8%
189	Obtain and present suspect's criminal record for bond hearing.	2.57	29.1	2.55	54.7	88.1%
184	Provide assistance to emotionally disturbed or mentally retarded persons.	2.98	63.4	2.54	54.5	76.0%
141	Enforce court issued order.	2.92	58.7	2.54	54.2	86.2%
67	Establish modus operandi (M.O.) of a suspect.	2.86	55.4	2.54	54.0	45.0%
269	Break up fights involving two or more people.	3.53	89.4	2.54	53.8	95.2%
351	Control spectator access at accidents.	2.65	36.2	2.53	53.5	94.8%
200	Handle records at headquarters.	2.41	20.4	2.53	53.3	68.4%
240	Make preliminary identification of victim.	2.78	46.7	2.53	53.1	88.1%
84	Participate in firearms training.	3.90	95.3	2.52	52.8	89.0%
81	Discuss case with prosecutor before and after legal proceedings.	2.81	49.3	2.52	52.6	79.3%
256	Take statements from witnesses or victims of accident.	2.56	28.6	2.51	52.3	95.6%
19	Assist people who are physically challenged.	2.47	23.5	2.49	52.1	83.8%
313	Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).	2.64	35.4	2.49	51.9	94.1%
76	Set priorities and then direct activities at scenes of accident investigations.	2.97	62.2	2.49	51.6	66.1%
274	Interview elderly victims.	2.60	32.4	2.49	51.4	80.7%
242	Examine evidence and personal property from crime scenes.	3.09	68.1	2.47	51.2	43.5%
99	Administer roadside sobriety test.	3.05	66.4	2.46	50.9	79.6%
307	Locate owners of recovered property.	2.32	15.5	2.46	50.7	90.0%
5	Stand continuously for more than half a shift.	1.93	1.6	2.45	50.5	95.9%
364	Provide protection to threatened persons.	3.26	76.8	2.45	50.2	74.7%
345	Diagram accident scene.	2.71	39.4	2.44	50.0	69.9%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
123	Examine dangerous or suspicious objects.	3.48	87.8	2.44	49.8	60.0%
358	Draw weapon in line of duty.	4.32	98.8	2.43	49.5	90.8%
230	Pursue suspect by jumping over low obstacles.	2.85	53.8	2.41	49.3	96.0%
227	Arrest DUI suspects.	3.26	77.0	2.41	49.1	91.1%
204	Make vehicle stops to effect felony arrests.	3.92	96.2	2.37	48.8	88.6%
208	Advise property owners of potentially hazardous conditions.	2.60	32.2	2.37	48.6	86.7%
149	Track persons from crime scene.	3.28	78.4	2.37	48.4	46.7%
414	Change direction quickly pursuing a subject.	2.72	39.7	2.36	48.1	97.4%
375	Qualify with department issued firearms.	3.75	93.4	2.36	47.9	90.7%
89	Fill out field interrogation card.	2.34	16.9	2.35	47.7	93.7%
350	Search accident scenes for physical evidence.	2.69	38.3	2.35	47.4	73.1%
426	Pursue suspect over uneven terrain.	2.77	45.8	2.35	47.2	94.7%
64	Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.	3.32	80.5	2.35	46.9	52.7%
2	Provide escort for merchants' bank deposits.	2.53	26.5	2.34	46.7	93.7%
380	Obtain information from various community groups for investigative purpose.	2.44	22.1	2.34	46.5	66.3%
306	Notify witnesses to appear without subpoena.	2.30	13.8	2.33	46.2	93.7%
416	Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).	2.92	58.5	2.33	46.0	95.1%
310	Disarm suspects.	4.28	98.4	2.32	45.8	84.9%
265	Control nonviolent crowds.	2.73	41.1	2.32	45.5	81.1%
54	Explain arrest action to onlookers.	2.04	3.5	2.32	45.3	92.2%
38	Visit schools.	2.30	12.9	2.31	45.1	71.7%
336	Determine whether recovered property is linked to prior crimes.	2.78	46.5	2.30	44.8	52.8%
205	Transport prisoners other than to jail.	3.20	74.9	2.30	44.6	87.8%
281	Refer gun permit inquiries to appropriate authorities.	2.31	15.3	2.30	44.4	85.3%
309	Locate persons using information from utility companies, schools, etc.	2.34	17.4	2.28	44.1	69.3%
6	Participate in large scale searches.	2.96	61.5	2.26	43.9	62.7%
71	Interview medical personnel to obtain information concerning an incident.	2.74	42.7	2.25	43.7	67.9%
183	Direct persons to technical emergency services as needed (gas, electric, phone).	2.18	6.8	2.25	43.4	88.8%
39	Pursue fleeing suspect on foot after losing visual contact.	3.74	93.2	2.24	43.2	91.5%
407	Issue parking violations (meters, handicap, do not park zones).	2.05	4.0	2.24	43.0	94.3%
370	Investigate hit and run accident.	2.89	57.0	2.24	42.7	77.6%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
415	Pursue a suspect over trenches and small ditches.	2.78	47.2	2.24	42.5	95.5%
395	Use pressure point control on resistive suspect.	3.48	88.0	2.23	42.3	87.0%
373	Detain/jail suspects arrested by merchants or private security personnel.	2.76	44.8	2.23	42.0	94.4%
254	Instruct drivers involved in an accident to exchange information.	2.24	9.6	2.22	41.8	97.0%
56	Guard prisoners at facilities other than a jail (hospital, doctor, etc.).	3.42	85.0	2.20	41.5	87.4%
331	Photograph crime scenes.	3.10	68.5	2.19	41.3	28.1%
291	Interview child victims of crimes.	3.27	77.9	2.19	41.1	38.3%
384	Conduct on-scene assessment of potential physical abuse of children.	3.32	80.8	2.19	40.8	68.4%
219	Search with a court issued search warrant.	3.28	78.6	2.18	40.6	83.3%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	3.45	86.6	2.16	40.4	31.3%
314	Investigate alcoholic beverage regulations violations.	2.33	16.7	2.16	40.1	59.6%
422	Pursue suspect by jumping over low obstacles.	2.77	45.1	2.15	39.9	97.0%
349	Protect traffic accident physical evidence for collection.	2.71	38.7	2.15	39.7	75.7%
226	Prosecute magisterial/municipal court level DUI case.	2.98	63.1	2.14	39.4	73.4%
303	Communicate with potential suicide victim.	3.86	94.8	2.14	39.2	44.6%
353	Protect handgun while it is being attacked whether in or out of holster.	4.41	99.1	2.14	39.0	89.6%
266	Climb over chain link fence to pursue a suspect.	2.87	56.3	2.13	38.7	95.9%
166	Follow-up extent of personal injuries resulting from traffic accidents.	2.42	21.1	2.13	38.5	82.2%
320	Attend bail bond hearings.	2.31	15.0	2.13	38.3	92.2%
119	Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.	2.75	43.9	2.13	38.0	73.0%
365	Refer and/or transport victims of domestic violence to a shelter.	3.08	67.1	2.12	37.8	91.8%
223	Confer with investigator assigned to juvenile operations.	2.31	14.1	2.12	37.6	85.8%
315	Participate in community relations programs.	2.28	11.7	2.11	37.3	66.7%
369	Confer with school officials on matters pertaining to juveniles.	2.56	28.9	2.10	37.1	81.3%
386	Initiate arrest subsequent to a court order (restraining order).	3.22	75.6	2.08	36.9	94.0%
93	Assist animal control officers.	2.19	7.0	2.08	36.6	79.7%
156	Analyze and compare crimes for similarity of modus operandi (M.O.).	2.96	61.3	2.08	36.4	29.7%
412	Run at least 250 yards to catch fleeing suspect.	2.80	48.8	2.07	36.2	95.5%
158	Recruit informants.	2.73	41.8	2.07	35.9	42.9%
249	Trace stolen goods.	2.65	36.4	2.06	35.7	52.2%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
82	Appear for testimony in legal proceedings without being called to testify.	2.42	21.4	2.06	35.4	85.1%
131	Mark valuable items for persons when securing in departmental property room.	2.74	43.0	2.05	35.2	76.7%
41	Evacuate persons from dangerous and/or life threatening situations.	4.14	97.9	2.04	35.0	77.9%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	3.92	96.0	2.03	34.7	39.6%
83	Respond to riot, other large demonstrations, or large gatherings.	3.83	94.4	2.02	34.5	57.2%
255	Inventory personal property of accident victims.	2.39	19.0	2.01	34.3	97.4%
161	Confer with probation officer during investigation of suspect.	2.47	23.9	2.01	34.0	77.1%
18	Work in plainclothes on special assignment.	2.77	46.2	2.01	33.8	29.9%
146	Take into custody person detained by a citizen.	2.95	60.3	2.00	33.6	92.6%
37	Distribute material for public relations.	1.99	2.6	2.00	33.3	74.4%
31	Stand for more than eight hours.	1.99	2.3	2.00	33.1	94.3%
398	Control a suspect while both of you are on the ground.	4.06	97.2	2.00	32.9	88.4%
403	Operate DataMaster breath testing device.	2.83	51.6	2.00	32.6	35.8%
243	Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.	3.44	85.7	1.99	32.4	82.2%
171	Confer with prosecutor prior to obtaining warrant.	2.58	29.6	1.99	32.2	85.9%
78	Participate in ride-along programs where the community is offered a look at departmental operations.	2.31	14.6	1.99	31.9	69.5%
387	Conduct an investigation at a public/private school.	2.74	42.0	1.99	31.7	65.0%
153	Dust and lift latent fingerprints.	3.01	65.0	1.99	31.5	35.4%
354	Screen access to police records (criminal, accident, etc.).	2.86	55.6	1.98	31.2	71.5%
152	Climb over a solid wall to pursue a suspect.	2.84	53.1	1.98	31.0	95.6%
80	Update records of warrants served.	2.83	51.9	1.98	30.8	70.9%
420	Climb over 4 foot chain link fence to pursue a suspect.	2.80	49.1	1.97	30.5	95.5%
396	Strike resistive suspect with officer's hands or feet (personal weapons).	3.57	90.6	1.96	30.3	88.1%
374	Secure and protect valuable items (voting boxes, money, etc.).	2.71	39.0	1.95	30.0	86.1%
122	Investigate damage to roadway.	2.47	23.9	1.94	29.8	82.2%
260	Seek to involve the community in various police supported projects.	2.33	16.4	1.94	29.8	63.7%
47	Serve subpoenas.	2.46	23.0	1.93	29.3	87.5%
98	Conduct high speed pursuit in congested and open areas.	4.14	98.1	1.93	29.1	74.1%
143	Escort processions (parades).	2.13	5.4	1.93	28.9	91.0%
224	Take juveniles into protective custody.	3.13	70.7	1.93	28.6	88.2%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
338	Review laboratory reports as an aid to investigation.	2.82	49.8	1.93	28.4	42.3%
61	Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).	3.19	74.2	1.92	28.2	87.9%
341	Provide procedural information to prospective witnesses for courtroom appearance.	2.46	22.8	1.92	27.9	67.4%
423	Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.	2.83	51.4	1.91	27.7	95.9%
228	Provide courtroom security.	3.29	79.1	1.91	27.5	70.5%
176	Forcibly enter residence (kick or force door, etc.).	3.39	83.8	1.91	27.2	69.9%
48	Administer first aid.	3.50	88.5	1.91	27.0	81.3%
356	Testify in administrative hearings.	2.53	26.8	1.90	26.8	84.9%
323	Operate vehicle on snow or ice covered roads.	3.43	85.2	1.90	26.5	84.1%
231	Serve summons to witnesses.	2.29	12.4	1.90	26.3	92.5%
239	Obtain search warrants.	3.03	65.5	1.88	26.1	73.0%
417	Climb through windows in order to gain entry.	2.82	50.5	1.88	25.8	94.4%
359	Qualify with authorized (personal "off-duty") firearms.	3.60	91.1	1.87	25.6	79.6%
317	Confer with juvenile counselor.	2.19	7.5	1.86	25.4	83.1%
366	Interview adult sexual assault victims.	3.36	82.4	1.86	25.1	30.5%
180	Use (OC) Pepper Gas to subdue suspects.	3.31	80.0	1.85	24.9	82.7%
238	Participate in raids.	3.58	90.8	1.84	24.6	49.6%
418	Climb through openings/crawl spaces, etc.	2.83	51.2	1.84	24.4	93.6%
17	Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.	3.55	89.9	1.84	24.2	35.2%
389	Refer suspect to alcohol/drug treatment program after a DUI arrest.	2.21	8.7	1.83	23.9	80.8%
257	Photograph accident scenes.	2.54	27.2	1.81	23.7	69.9%
390	Refer juveniles to social service agencies for reasons other than prosecution.	2.27	11.5	1.81	23.5	80.0%
167	Review accident with accident investigators.	2.36	18.1	1.80	23.2	80.4%
382	Identify evidence at a hate crime.	2.99	63.8	1.80	23.0	54.1%
79	Dispose of evidence no longer needed or upon court order.	2.63	35.2	1.80	22.8	52.2%
302	Plan temporary traffic detours.	2.59	31.2	1.80	22.5	70.3%
221	Conduct formal or informal residential or business security surveys.	2.25	10.8	1.79	22.3	65.8%
400	Search vehicle under authority of a warrant.	2.84	53.5	1.79	22.1	89.1%
42	Attend DataMaster refusal hearing as arresting officer.	2.60	31.9	1.77	21.8	57.5%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
188	Deliver emergency and/or death messages.	2.78	46.9	1.77	21.6	70.5%
268	Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.	3.34	81.2	1.77	21.4	91.8%
388	Visit schools for presentation purposes.	2.25	10.3	1.76	21.1	65.5%
121	Obtain personal evidence (handwriting, blood, hair, etc.) from persons.	3.24	76.3	1.76	20.9	26.6%
322	Serve mental health commitments orders.	3.14	71.6	1.75	20.7	78.0%
367	Interview child sexual assault victims.	3.48	87.6	1.74	20.4	25.1%
140	Update dispatch records of officers on calls.	2.59	31.7	1.74	20.2	73.8%
312	Coordinate tactical operations.	3.61	91.3	1.73	20.0	18.5%
96	Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.	3.30	79.8	1.72	19.7	45.8%
136	Respond to bomb threats and assist in the search for bombs.	4.06	96.9	1.72	19.5	48.0%
368	Report elderly abuse or neglect to the Department of Social Services.	3.23	75.8	1.71	19.2	83.9%
187	Provide protective escort for public figures.	3.10	69.2	1.71	19.0	48.3%
33	Use alternatives to photographs for identifications (artists' sketches, etc.).	2.61	33.1	1.71	18.8	33.9%
216	Photograph prisoner as part of booking process.	2.35	17.8	1.71	18.5	78.7%
413	Crawl under a fence or gate to assist a victim.	2.82	50.0	1.70	18.3	98.1%
321	Pick up children on court orders.	2.84	53.3	1.67	18.1	81.8%
295	Control stray livestock.	1.99	2.8	1.67	17.8	91.0%
378	Drive on skid pad.	2.83	52.1	1.67	17.6	90.0%
241	Diagram crime scenes.	3.01	65.3	1.67	17.4	39.3%
343	Verify identity of deceased.	3.06	66.7	1.67	17.1	58.2%
92	Participate in vice calls involving gambling, illegal liquor or prostitutes.	2.95	60.6	1.66	16.9	40.7%
348	Take measurements at traffic accident scenes.	2.58	30.3	1.64	16.7	52.8%
154	Fingerprint prisoners.	2.72	40.4	1.64	16.4	70.2%
272	Monitor tow vehicle operator's compliance with regulations.	2.05	3.8	1.63	16.2	76.1%
399	Take adult victim of abuse or neglect into emergency protective custody.	3.28	78.2	1.62	16.0	85.2%
421	Pursue suspect up and down 2 flights of stairs.	2.83	52.8	1.62	15.7	95.9%
177	Physically restrain crowds.	3.46	87.1	1.62	15.5	62.9%
185	Serve as school crossing guard.	2.40	19.2	1.62	15.3	89.2%
337	Conduct photo line-ups.	2.82	50.2	1.61	15.0	49.3%
264	Review other officers' cases to be presented to Grand Jury or trial.	2.76	44.6	1.60	14.8	54.1%
217	Detain mentally ill person without court order.	3.30	79.6	1.60	14.6	86.0%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
319	Secure disaster scenes.	3.65	92.0	1.59	14.3	57.2%
215	Establish barrier or roadblock using patrol vehicle to capture suspect.	3.72	92.7	1.59	14.1	72.4%
15	Fingerprint persons for other than criminal reasons (job applications).	1.86	0.9	1.58	13.8	71.9%
16	Respond to a hostage situation.	4.44	99.3	1.57	13.6	39.9%
163	Conduct photographic surveillance.	2.71	39.2	1.56	13.4	29.0%
270	Use baton to subdue suspects.	3.47	87.3	1.56	13.1	87.3%
248	Confer with coroner concerning cases.	2.64	35.7	1.56	12.9	58.0%
169	Test operating condition of vehicle that has been involved in an accident.	2.79	47.7	1.55	12.7	55.8%
182	Serve civil process papers.	2.25	10.1	1.54	12.4	78.9%
74	Measure skidmarks.	2.66	36.6	1.54	12.2	48.5%
49	Transport injured persons.	3.19	74.6	1.54	12.0	75.7%
397	Use a baton retention technique when baton is grabbed by suspect.	3.76	93.7	1.52	11.7	88.4%
35	Check individual businesses for compliance with licensing requirements.	1.95	2.1	1.51	11.5	63.7%
406	Investigate hate crimes.	3.10	68.8	1.50	11.3	40.4%
195	Fight various types of fires (grass, forest, vehicle, house, etc.).	2.77	46.0	1.49	11.0	48.5%
212	Deliver emergency supplies and equipment.	2.58	30.5	1.49	10.8	90.4%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	3.39	83.6	1.49	10.6	71.5%
130	Conduct crime prevention meetings.	2.32	15.7	1.48	10.3	47.4%
298	Transport animals.	1.76	0.5	1.47	10.1	84.2%
344	Search dead bodies for evidence.	3.10	68.3	1.46	9.9	41.6%
225	Obtain confinement order from Family Court to keep juvenile jailed.	2.83	52.3	1.45	9.6	69.4%
258	Review accident with insurance investigators.	2.10	4.7	1.44	9.4	76.8%
22	Perform weather-watch service.	1.92	1.2	1.43	9.2	70.8%
178	Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.	3.79	93.9	1.43	8.9	80.9%
174	Destroy injured or rabid animals.	2.76	44.4	1.43	8.7	77.4%
334	Take photograph of line-ups.	2.74	42.3	1.41	8.5	44.0%
44	Obtain medical exam for DUI suspect.	2.41	19.7	1.41	8.2	71.3%
34	Investigate injuries to prisoners.	3.01	64.8	1.39	8.0	51.1%
109	Manually operate traffic control devices.	2.51	25.6	1.39	7.7	63.6%
419	Drag unconscious victims from dangerous situations for at least 20 feet.	3.20	75.1	1.38	7.5	95.9%
114	Extradite prisoners from other states.	3.08	67.4	1.38	7.3	51.1%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
275	Photograph latent fingerprints.	2.82	50.7	1.37	7.0	26.3%
91	Assist bail bondsman in taking fugitives into custody.	2.58	30.0	1.36	6.8	72.3%
405	Have contact with media at direction of Chief/Sheriff/Supervisor.	2.86	54.5	1.36	6.6	43.8%
50	Administer CPR.	3.83	94.6	1.34	6.3	73.6%
113	Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.	4.04	96.7	1.33	6.1	37.3%
117	Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.	2.72	40.4	1.31	5.9	47.4%
90	Monitor the compliance of taxicabs with regulations.	1.59	0.2	1.30	5.6	67.7%
10	Serve as switchboard operator and/or dispatcher at headquarters.	2.58	30.8	1.30	5.4	58.7%
43	Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.	1.92	1.4	1.30	5.2	71.0%
372	Obtain court order before fingerprinting or photographing a juvenile.	2.73	41.1	1.30	4.9	76.8%
244	Witness autopsies.	2.12	5.2	1.29	4.7	48.3%
222	Organize neighborhood watch groups.	2.23	9.2	1.29	4.5	46.1%
175	Talk with leaders of demonstrations.	2.94	60.1	1.29	4.2	42.6%
340	Make use of polygraph in investigation.	2.77	45.5	1.29	4.0	35.7%
232	Serve eviction notices.	2.21	8.5	1.29	3.8	79.2%
87	Conduct a patrol on a bicycle.	2.16	6.3	1.23	3.5	44.4%
55	Request bystanders to assist in an apprehension.	3.12	70.4	1.23	3.3	89.3%
23	Transport medical supplies.	2.00	3.1	1.23	3.1	75.2%
108	Operate teletype.	2.09	4.5	1.23	2.8	36.6%
46	Attach property under court order.	2.42	20.9	1.23	2.6	63.7%
355	Monitor central alarm board in police department.	2.50	24.9	1.21	2.3	76.1%
28	Conduct a non-swimming rescue (rope, pole, floatation device).	3.12	70.2	1.20	2.1	74.3%
45	Collect fines when under court order.	2.38	18.5	1.19	1.9	67.7%
124	Escort hazardous materials.	3.51	89.0	1.18	1.6	50.2%
404	Use deadly force.	4.52	100.0	1.17	1.4	89.9%
357	Escort vehicles or persons through picket lines.	2.83	50.9	1.16	1.2	80.5%
267	Discharge weapon at a person.	4.48	99.8	1.15	0.9	90.8%
262	Investigate police applicant's background.	3.36	82.6	1.12	0.7	30.2%
94	Respond to complaints of voting irregularities at polling places.	2.24	9.9	1.08	0.5	54.0%
51	Deliver babies.	3.44	86.4	1.06	0.2	42.0%

**Appendix G. 2005 South Carolina Basic Law Enforcement Officer Job Task Analysis Items:
Tasks Listed in Descending Order by Percent Indicating the Job Task Should be Addressed in
Basic Training**

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
129	Investigate trespassing call.	2.62	33.8	3.35	81.7	98.1%
413	Crawl under a fence or gate to assist a victim.	2.82	50.0	1.70	18.3	98.1%
1	Check condition and status of patrol vehicle and equipment.	3.40	84.3	4.60	99.8	97.4%
255	Inventory personal property of accident victims.	2.39	19.0	2.01	34.3	97.4%
401	Establish probable cause.	3.36	81.9	4.24	97.7	97.4%
377	Use flashlight as a security tool.	2.75	43.7	3.36	81.9	97.4%
414	Change direction quickly pursuing a subject.	2.72	39.7	2.36	48.1	97.4%
254	Instruct drivers involved in an accident to exchange information.	2.24	9.6	2.22	41.8	97.0%
422	Pursue suspect by jumping over low obstacles.	2.77	45.1	2.15	39.9	97.0%
201	Check drivers for proper license.	2.45	22.3	4.17	96.5	96.7%
77	Inform driver of towed or impounded vehicle's location.	2.16	6.1	3.43	83.8	96.7%
259	Determine status of auto insurance.	2.33	16.2	3.21	77.2	96.7%
273	Deal with incidents involving shoplifting.	2.54	27.5	2.76	62.0	96.7%
293	Refer to S.C. Code of Laws for information.	2.79	47.9	3.84	91.5	96.7%
107	Respond to prowler calls.	3.31	80.3	3.00	71.6	96.3%
20	Give descriptions to other officers.	3.19	74.4	4.17	96.7	96.3%
115	Wear body armor on patrol.	4.09	97.4	4.56	99.5	96.3%
297	Patrol on foot.	2.40	19.5	3.03	72.3	96.3%
424	Stoop and/or bend to collect evidence.	2.41	20.2	3.24	78.9	96.2%
12	Direct traffic using hand signals and gestures.	2.91	57.7	3.26	79.3	96.0%
179	Use restraining devices (handcuffs, chains, etc.).	3.44	86.2	4.13	95.8	96.0%
230	Pursue suspect by jumping over low obstacles.	2.85	53.8	2.41	49.3	96.0%
53	Advise persons of constitutional rights.	3.36	82.2	3.60	87.3	95.9%
236	Transport prisoners.	3.26	77.2	3.48	85.2	95.9%
97	Check validity of operator's license and vehicle registration.	2.69	37.8	4.22	97.4	95.9%
104	Patrol highways.	2.63	35.0	3.70	89.2	95.9%
266	Climb over chain link fence to pursue a suspect.	2.87	56.3	2.13	38.7	95.9%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
289	Make vehicle stop to effect misdemeanor arrest.	3.11	69.7	3.45	84.0	95.9%
305	Push stalled vehicle out of traffic lane.	2.49	24.6	2.83	66.0	95.9%
325	Make arrest for traffic charge.	2.93	58.9	3.13	74.9	95.9%
285	Respond as back-up.	3.53	89.2	4.21	97.2	95.9%
361	Inventory contents of suspect's vehicle.	2.75	43.2	3.27	80.0	95.9%
419	Drag unconscious victims from dangerous situations for at least 20 feet.	3.20	75.1	1.38	7.5	95.9%
5	Stand continuously for more than half a shift.	1.93	1.6	2.45	50.5	95.9%
393	Protect persons and property from further injury at accident scene.	3.14	72.1	3.03	72.5	95.9%
421	Pursue suspect up and down 2 flights of stairs.	2.83	52.8	1.62	15.7	95.9%
423	Crawl under low obstacles (fence/gate/brush) to pursue a fleeing suspect and/or render aid.	2.83	51.4	1.91	27.7	95.9%
196	Inspect patrol vehicle for weapons or contraband.	3.37	83.3	4.20	96.9	95.6%
203	Issue verbal warnings.	2.22	8.9	4.05	95.1	95.6%
133	Apprehend juvenile.	3.00	64.3	2.86	67.4	95.6%
152	Climb over a solid wall to pursue a suspect.	2.84	53.1	1.98	31.0	95.6%
256	Take statements from witnesses or victims of accident.	2.56	28.6	2.51	52.3	95.6%
394	Search arrested suspects.	3.90	95.5	3.94	92.7	95.5%
301	Issue warning tickets.	2.06	4.2	2.90	68.5	95.5%
415	Pursue a suspect over trenches and small ditches.	2.78	47.2	2.24	42.5	95.5%
420	Climb over 4 foot chain link fence to pursue a suspect.	2.80	49.1	1.97	30.5	95.5%
412	Run at least 250 yards to catch fleeing suspect.	2.80	48.8	2.07	36.2	95.5%
233	Operate vehicle in rain.	3.22	75.4	3.66	88.7	95.2%
269	Break up fights involving two or more people.	3.53	89.4	2.54	53.8	95.2%
30	Take custody of lost and found property.	2.15	5.9	2.98	71.4	95.2%
346	Instruct drivers involved to report accident to their insurance company.	2.25	11.0	2.82	64.6	95.1%
416	Pursue fleeing suspect on foot around obstacles (cars, trees, alleys).	2.92	58.5	2.33	46.0	95.1%
60	Document chain of custody for evidence.	3.62	91.5	3.64	88.3	94.9%
126	Detain persons not under arrest.	2.86	54.7	3.24	79.1	94.9%
207	Explain point system to violators.	2.01	3.3	2.88	67.8	94.8%
234	Arrest persons with a warrant.	3.36	81.7	3.39	82.4	94.8%
127	Secure vehicles after arrests and/or accidents.	2.67	36.9	3.53	86.2	94.8%
165	Issue citations in traffic accidents.	2.47	24.2	2.68	59.2	94.8%
199	Operate radio in patrol car.	2.94	59.6	4.70	100.0	94.8%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
142	Remove obstructions from roadway.	2.75	43.7	3.23	78.4	94.8%
294	Advise victims how to seek prosecution.	2.50	25.4	3.48	85.0	94.8%
351	Control spectator access at accidents.	2.65	36.2	2.53	53.5	94.8%
426	Pursue suspect over uneven terrain.	2.77	45.8	2.35	47.2	94.7%
25	Monitor traffic and enforce traffic laws including bicycle and pedestrian traffic.	2.79	48.4	4.04	94.4	94.5%
147	Conduct frisk or patdown.	3.73	93.0	4.05	95.3	94.5%
324	Arrest persons without a warrant.	3.35	81.5	3.40	82.9	94.5%
145	Explain nature of complaints to offenders.	2.47	23.2	3.97	93.4	94.5%
112	Respond to non-criminal calls for service and assistance.	2.31	14.3	4.04	94.6	94.4%
85	Participate in physical training.	3.13	71.1	3.18	76.1	94.4%
385	Initiate mandatory arrest in a domestic violence incident.	3.49	88.3	2.81	64.1	94.4%
283	Identify wanted suspects.	3.26	77.5	3.21	77.5	94.4%
373	Detain/jail suspects arrested by merchants or private security personnel.	2.76	44.8	2.23	42.0	94.4%
417	Climb through windows in order to gain entry.	2.82	50.5	1.88	25.8	94.4%
31	Stand for more than eight hours.	1.99	2.3	2.00	33.1	94.3%
407	Issue parking violations (meters, handicap, do not park zones).	2.05	4.0	2.24	43.0	94.3%
220	Request for verification of warrants before service.	3.04	66.2	3.28	80.3	94.1%
197	Investigate suspicious activity.	3.11	70.0	4.32	98.4	94.1%
313	Restock emergency supplies in patrol unit (flares, fire extinguisher, etc.).	2.64	35.4	2.49	51.9	94.1%
360	Maintain personal notes on various cases.	2.68	37.3	3.89	92.3	94.0%
386	Initiate arrest subsequent to a court order (restraining order).	3.22	75.6	2.08	36.9	94.0%
425	Participate in physical training.	2.87	55.9	3.31	81.0	94.0%
246	Determine whether incidents are criminal or civil in nature.	2.67	37.1	3.88	91.8	93.7%
2	Provide escort for merchants' bank deposits.	2.53	26.5	2.34	46.7	93.7%
271	Write follow-up reports on original incident.	2.58	29.8	2.97	71.1	93.7%
89	Fill out field interrogation card.	2.34	16.9	2.35	47.7	93.7%
198	Identify and patrol potential trouble spots in assigned area.	2.94	59.4	4.28	97.9	93.7%
306	Notify witnesses to appear without subpoena.	2.30	13.8	2.33	46.2	93.7%
391	Complete tow slips on towed vehicles.	2.30	13.1	3.22	78.2	93.6%
418	Climb through openings/crawl spaces, etc.	2.83	51.2	1.84	24.4	93.6%
229	Receive and pass along information about recent crimes at squad meetings.	2.77	45.3	3.59	87.1	93.4%

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218	Check weapons in and out of detention facility.	3.40	84.0	2.83	65.7	93.4%
132	Perform property checks while owners are absent.	2.56	28.4	3.41	83.3	93.3%
296	Make entries in patrol log.	2.29	12.7	2.80	63.4	93.3%
235	Instruct suspect on process for obtaining an attorney.	2.14	5.6	2.55	55.2	93.3%
102	Establish field contacts with citizens in patrol area.	2.41	20.0	3.49	85.7	93.0%
103	Identify stolen or wanted vehicles.	2.95	60.8	2.91	68.8	93.0%
327	Search incident to arrest.	3.34	81.0	3.73	89.9	93.0%
202	Explain state vehicle laws and procedures to citizens.	2.30	13.4	3.82	90.8	93.0%
11	Assist stranded motorists.	2.19	7.7	3.82	91.1	92.9%
27	Respond to requests for street directions.	1.84	0.7	3.59	86.9	92.9%
118	Notify citizens of damage to their property.	2.28	12.0	2.84	66.7	92.9%
181	Review reports from proceeding shift prior to going on duty.	2.50	25.4	3.27	79.8	92.9%
363	Enforce litter laws.	2.17	6.6	2.87	67.6	92.9%
261	Inventory impounded vehicles.	2.62	33.6	2.67	58.7	92.9%
286	Establish rapport with residents or businesses in patrol area.	2.53	27.0	4.08	95.5	92.9%
214	Sit continuously for more than half a shift.	1.95	1.9	2.69	59.4	92.7%
8	Respond to crimes in progress.	4.14	97.7	3.97	93.2	92.7%
3	Investigate/Observe suspicious vehicles.	3.17	73.0	4.46	99.3	92.6%
62	Search victims for personal property/identification.	2.83	52.6	2.72	60.8	92.6%
253	Complete collision report form.	2.62	33.3	2.71	60.1	92.6%
304	Consult with supervisor to determine proper action.	2.96	61.7	3.72	89.4	92.6%
139	Attend squad meetings prior to going on duty.	2.55	28.2	3.60	87.6	92.6%
146	Take into custody person detained by a citizen.	2.95	60.3	2.00	33.6	92.6%
292	Search inside business or residence for suspect.	3.67	92.3	2.95	70.4	92.6%
308	Book prisoner by completing forms.	2.54	27.7	3.04	73.7	92.6%
329	Obtain arrest warrants.	2.86	54.2	2.92	69.0	92.6%
376	Field strip, properly clean and maintain authorized firearms whether personal ("off-duty") or department issued.	3.51	88.7	3.09	74.4	92.6%
95	Check security of property in your assigned area.	2.86	55.2	4.03	94.1	92.6%
231	Serve summons to witnesses.	2.29	12.4	1.90	26.3	92.5%
282	Notify authorities of potentially hazardous situations (inoperative traffic lights, missing traffic signs, water/gas leaks, etc.	3.17	73.0	3.30	80.5	92.5%
299	Impound property.	2.43	21.8	2.65	58.5	92.5%

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110	Request NCIC check on suspect, weapon, property, etc.	2.91	58.0	4.17	96.2	92.3%
4	Question suspicious persons.	3.29	78.9	4.38	98.8	92.2%
54	Explain arrest action to onlookers.	2.04	3.5	2.32	45.3	92.2%
320	Attend bail bond hearings.	2.31	15.0	2.13	38.3	92.2%
120	Secure house or business.	2.68	37.6	3.08	74.2	91.9%
160	Interview complainants, witnesses, etc.	2.95	61.0	4.05	94.8	91.9%
211	Transport property or evidence.	2.59	31.0	3.21	77.7	91.9%
105	Refer persons to other public agencies.	2.11	4.9	3.72	89.7	91.9%
268	Lift heavy objects, victim, or evidence in order to remove from hazardous situation or to prevent destruction.	3.34	81.2	1.77	21.4	91.8%
287	Request driver's license (D.L.) check with computer.	2.46	22.5	4.00	93.9	91.8%
365	Refer and/or transport victims of domestic violence to a shelter.	3.08	67.1	2.12	37.8	91.8%
86	Subdue suspect using grips or holds.	3.56	90.4	2.79	63.1	91.6%
39	Pursue fleeing suspect on foot after losing visual contact.	3.74	93.2	2.24	43.2	91.5%
150	Search vehicles for contraband.	3.08	67.6	3.66	88.5	91.5%
342	Control a struggling suspect/prisoner.	3.79	94.1	2.81	63.8	91.5%
237	Conduct warrantless search.	3.36	82.9	2.84	66.2	91.2%
227	Arrest DUI suspects.	3.26	77.0	2.41	49.1	91.1%
172	Review reports prior to trial.	2.88	56.8	3.18	76.5	91.1%
143	Escort processions (parades).	2.13	5.4	1.93	28.9	91.0%
330	Attempt to locate witnesses of crime by knocking on doors, etc.	2.55	27.9	2.62	56.6	91.0%
295	Control stray livestock.	1.99	2.8	1.67	17.8	91.0%
116	Respond to "man with gun" calls.	4.31	98.6	2.82	65.0	90.8%
267	Discharge weapon at a person.	4.48	99.8	1.15	0.9	90.8%
192	Maintain adequate level of emergency supplies and equipment in police car.	3.13	71.4	4.32	98.6	90.8%
358	Draw weapon in line of duty.	4.32	98.8	2.43	49.5	90.8%
73	Interview drivers of vehicles involved in accident.	2.72	40.4	2.94	70.0	90.7%
170	Verify vehicle title information.	2.25	10.6	3.30	80.8	90.7%
375	Qualify with department issued firearms.	3.75	93.4	2.36	47.9	90.7%
311	Inspect vehicles for fresh damage.	2.37	18.3	2.92	69.2	90.6%
186	Ensure that personal demeanor does not offend a person's sensibilities (race, sex, ethnicity, age group, etc.).	2.97	62.9	4.30	98.1	90.4%

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212	Deliver emergency supplies and equipment.	2.58	30.5	1.49	10.8	90.4%
307	Locate owners of recovered property.	2.32	15.5	2.46	50.7	90.0%
378	Drive on skid pad.	2.83	52.1	1.67	17.6	90.0%
404	Use deadly force.	4.52	100.0	1.17	1.4	89.9%
75	Take precautions to prevent additional accidents at accident scene.	3.44	85.4	3.16	75.6	89.7%
65	Advise victims of crime of their options and rights.	2.81	49.5	3.63	88.0	89.7%
106	Answer general questions or information requests from public.	2.23	9.4	4.44	99.1	89.6%
193	Alert potential victims to specific crime threats.	3.04	65.7	2.82	64.8	89.6%
353	Protect handgun while it is being attacked whether in or out of holster.	4.41	99.1	2.14	39.0	89.6%
144	Complete Uniform Crime Report (UCR) incident report form.	2.75	44.1	3.79	90.4	89.6%
284	Mediate family disputes.	3.18	73.5	3.46	84.5	89.6%
190	Maintain knowledge of departmental policies related to use of firearms.	3.67	92.5	4.16	96.0	89.5%
55	Request bystanders to assist in an apprehension.	3.12	70.4	1.23	3.3	89.3%
185	Serve as school crossing guard.	2.40	19.2	1.62	15.3	89.2%
400	Search vehicle under authority of a warrant.	2.84	53.5	1.79	22.1	89.1%
84	Participate in firearms training.	3.90	95.3	2.52	52.8	89.0%
183	Direct persons to technical emergency services as needed (gas, electric, phone).	2.18	6.8	2.25	43.4	88.8%
204	Make vehicle stops to effect felony arrests.	3.92	96.2	2.37	48.8	88.6%
40	Advise parents of their juvenile's violations.	2.73	41.3	2.92	69.5	88.6%
280	Direct information requests to appropriate authorities.	2.34	17.1	3.63	87.8	88.5%
398	Control a suspect while both of you are on the ground.	4.06	97.2	2.00	32.9	88.4%
397	Use a baton retention technique when baton is grabbed by suspect.	3.76	93.7	1.52	11.7	88.4%
224	Take juveniles into protective custody.	3.13	70.7	1.93	28.6	88.2%
277	Attempt to verify the true identity of prisoner prior to booking.	2.98	63.6	3.52	85.9	88.2%
240	Make preliminary identification of victim.	2.78	46.7	2.53	53.1	88.1%
396	Strike resistive suspect with officer's hands or feet (personal weapons).	3.57	90.6	1.96	30.3	88.1%
189	Obtain and present suspect's criminal record for bond hearing.	2.57	29.1	2.55	54.7	88.1%
392	Estimate damage to vehicles and property involved in accidents.	2.19	7.3	2.75	61.5	88.0%
61	Climb through windows, openings, crawl spaces, etc. to assist victim(s) or unconscious person(s).	3.19	74.2	1.92	28.2	87.9%
205	Transport prisoners other than to jail.	3.20	74.9	2.30	44.6	87.8%
47	Serve subpoenas.	2.46	23.0	1.93	29.3	87.5%

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56	Guard prisoners at facilities other than a jail (hospital, doctor, etc.).	3.42	85.0	2.20	41.5	87.4%
270	Use baton to subdue suspects.	3.47	87.3	1.56	13.1	87.3%
135	Handle complaints involving juveniles informally.	2.51	25.8	2.73	61.0	87.0%
162	Estimate value of stolen or recovered goods.	2.20	8.2	3.40	83.1	87.0%
300	Evaluate driver's capability to operate vehicle.	3.07	66.9	3.21	77.9	87.0%
395	Use pressure point control on resistive suspect.	3.48	88.0	2.23	42.3	87.0%
276	Adhere to departmental policies relative to high speed chases.	3.97	96.5	3.98	93.7	86.9%
408	Properly utilize personal protective equipment.	3.55	90.1	3.48	85.4	86.9%
208	Advise property owners of potentially hazardous conditions.	2.60	32.2	2.37	48.6	86.7%
134	Refer juveniles under investigation to Family Court or DJJ.	2.71	38.5	2.63	57.5	86.6%
362	Calm alarmed or panicked person or crowd.	3.04	66.0	2.76	61.7	86.6%
141	Enforce court issued order.	2.92	58.7	2.54	54.2	86.2%
318	Talk with families of juveniles.	2.33	16.0	2.81	64.3	86.1%
374	Secure and protect valuable items (voting boxes, money, etc.).	2.71	39.0	1.95	30.0	86.1%
217	Detain mentally ill person without court order.	3.30	79.6	1.60	14.6	86.0%
171	Confer with prosecutor prior to obtaining warrant.	2.58	29.6	1.99	32.2	85.9%
223	Confer with investigator assigned to juvenile operations.	2.31	14.1	2.12	37.6	85.8%
316	Respond to general information questions from the public.	2.27	11.3	3.78	90.1	85.8%
66	Conduct on-the-scene suspect identification (show-up, one-on-one).	3.10	69.0	3.04	73.5	85.7%
111	Conduct initial investigation of crime.	3.17	73.2	3.93	92.5	85.7%
281	Refer gun permit inquiries to appropriate authorities.	2.31	15.3	2.30	44.4	85.3%
399	Take adult victim of abuse or neglect into emergency protective custody.	3.28	78.2	1.62	16.0	85.2%
245	Answer victim inquiries regarding progress of a case.	2.43	21.6	2.83	65.5	85.2%
82	Appear for testimony in legal proceedings without being called to testify.	2.42	21.4	2.06	35.4	85.1%
310	Disarm suspects.	4.28	98.4	2.32	45.8	84.9%
356	Testify in administrative hearings.	2.53	26.8	1.90	26.8	84.9%
278	Develop familiarity with structure of community or neighborhood.	2.61	32.6	3.80	90.6	84.8%
155	Secure and protect crime scene before, during and after processing.	3.41	84.7	2.73	61.3	84.6%
247	Aid in investigations and exchange information with other law enforcement agencies.	2.69	38.0	3.17	75.8	84.6%
209	Comfort emotionally upset persons.	2.62	34.3	3.03	72.8	84.5%
263	Review warrants ensuring that they are valid prior to service.	3.26	77.7	3.16	75.4	84.4%
298	Transport animals.	1.76	0.5	1.47	10.1	84.2%

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213	Control and/or direct traffic using flare pattern, traffic cone pattern or vehicle position.	2.97	62.0	2.82	65.3	84.1%
323	Operate vehicle on snow or ice covered roads.	3.43	85.2	1.90	26.5	84.1%
32	Read court papers to determine proper action.	2.97	62.4	2.64	58.0	84.0%
191	Explain laws and/or describe hazards to juveniles.	2.61	32.9	3.19	76.8	84.0%
368	Report elderly abuse or neglect to the Department of Social Services.	3.23	75.8	1.71	19.2	83.9%
19	Assist people who are physically challenged.	2.47	23.5	2.49	52.1	83.8%
138	Present evidence in legal proceedings.	3.13	70.9	2.77	62.2	83.8%
279	Maintain knowledge of community resources.	2.41	20.7	3.69	89.0	83.6%
128	Communicate information on an informal basis to other law enforcement groups.	2.49	24.4	3.19	77.0	83.4%
219	Search with a court issued search warrant.	3.28	78.6	2.18	40.6	83.3%
317	Confer with juvenile counselor.	2.19	7.5	1.86	25.4	83.1%
210	Investigate unusual odors or sounds.	2.97	62.7	3.03	73.0	83.0%
59	Search for lost, missing, or wanted persons.	3.53	89.7	3.32	81.2	82.7%
180	Use (OC) Pepper Gas to subdue suspects.	3.31	80.0	1.85	24.9	82.7%
402	Take necessary precautions for bloodborne/airborne pathogens.	3.88	95.1	3.89	92.0	82.4%
243	Take custody of mentally ill, emotionally disturbed or confused persons for their own protection.	3.44	85.7	1.99	32.4	82.2%
122	Investigate damage to roadway.	2.47	23.9	1.94	29.8	82.2%
166	Follow-up extent of personal injuries resulting from traffic accidents.	2.42	21.1	2.13	38.5	82.2%
52	Engage in Emergency Vehicle Response in congested and open areas.	3.91	95.8	3.01	71.8	82.0%
321	Pick up children on court orders.	2.84	53.3	1.67	18.1	81.8%
26	Participate in traffic patrol tactics.	2.92	58.2	3.47	84.7	81.7%
369	Confer with school officials on matters pertaining to juveniles.	2.56	28.9	2.10	37.1	81.3%
7	Maintain updated information concerning wanted persons, vehicles, etc.	3.30	79.3	3.57	86.6	81.3%
48	Administer first aid.	3.50	88.5	1.91	27.0	81.3%
265	Control nonviolent crowds.	2.73	41.1	2.32	45.5	81.1%
24	Inspect vehicles for compliance with vehicle code.	2.38	18.8	2.63	57.0	81.0%
178	Remove injured/unconscious victim 20 feet from life threatening/hazardous situation.	3.79	93.9	1.43	8.9	80.9%
389	Refer suspect to alcohol/drug treatment program after a DUI arrest.	2.21	8.7	1.83	23.9	80.8%
274	Interview elderly victims.	2.60	32.4	2.49	51.4	80.7%
357	Escort vehicles or persons through picket lines.	2.83	50.9	1.16	1.2	80.5%

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21	Mediate civil disputes.	2.64	35.9	3.33	81.5	80.5%
167	Review accident with accident investigators.	2.36	18.1	1.80	23.2	80.4%
137	Detect and stop DUI suspects.	3.41	84.5	2.78	62.7	80.1%
390	Refer juveniles to social service agencies for reasons other than prosecution.	2.27	11.5	1.81	23.5	80.0%
9	Respond to high-risk crimes in progress.	4.46	99.5	3.24	78.6	79.8%
93	Assist animal control officers.	2.19	7.0	2.08	36.6	79.7%
99	Administer roadside sobriety test.	3.05	66.4	2.46	50.9	79.6%
359	Qualify with authorized (personal "off-duty") firearms.	3.60	91.1	1.87	25.6	79.6%
81	Discuss case with prosecutor before and after legal proceedings.	2.81	49.3	2.52	52.6	79.3%
232	Serve eviction notices.	2.21	8.5	1.29	3.8	79.2%
182	Serve civil process papers.	2.25	10.1	1.54	12.4	78.9%
216	Photograph prisoner as part of booking process.	2.35	17.8	1.71	18.5	78.7%
159	Talk with families of suspects.	2.59	31.5	2.78	62.9	78.3%
168	Test operating condition of vehicle.	2.79	48.6	2.62	56.3	78.1%
322	Serve mental health commitments orders.	3.14	71.6	1.75	20.7	78.0%
41	Evacuate persons from dangerous and/or life threatening situations.	4.14	97.9	2.04	35.0	77.9%
290	Attend in-service training.	2.87	56.1	2.77	62.4	77.8%
370	Investigate hit and run accident.	2.89	57.0	2.24	42.7	77.6%
174	Destroy injured or rabid animals.	2.76	44.4	1.43	8.7	77.4%
194	Use speedometer to clock speeders.	2.29	12.2	2.62	56.8	77.2%
381	Understand when to properly use the NCIC System.	2.73	41.5	3.94	93.0	77.2%
161	Confer with probation officer during investigation of suspect.	2.47	23.9	2.01	34.0	77.1%
173	Patrol riot stricken, civil disturbance, or high crime areas.	3.46	86.9	3.45	84.3	77.0%
258	Review accident with insurance investigators.	2.10	4.7	1.44	9.4	76.8%
372	Obtain court order before fingerprinting or photographing a juvenile.	2.73	41.1	1.30	4.9	76.8%
131	Mark valuable items for persons when securing in departmental property room.	2.74	43.0	2.05	35.2	76.7%
383	Use tactical communications ("Verbal Judo").	2.90	57.5	3.83	91.3	76.2%
272	Monitor tow vehicle operator's compliance with regulations.	2.05	3.8	1.63	16.2	76.1%
355	Monitor central alarm board in police department.	2.50	24.9	1.21	2.3	76.1%
184	Provide assistance to emotionally disturbed or mentally retarded persons.	2.98	63.4	2.54	54.5	76.0%
349	Protect traffic accident physical evidence for collection.	2.71	38.7	2.15	39.7	75.7%

Item #	Job Task Item	Mean Criticality	Percentile of Criticality	Mean Frequency	Percentile of Frequency	Percent for Basic Training
164	Identify probable causes of traffic accidents.	2.74	42.5	2.80	63.6	75.7%
49	Transport injured persons.	3.19	74.6	1.54	12.0	75.7%
352	Locate documents and information in records system.	2.30	13.6	3.04	73.2	75.6%
23	Transport medical supplies.	2.00	3.1	1.23	3.1	75.2%
101	Check establishments that sell alcohol beverages while on patrol.	2.20	8.0	2.56	55.4	75.2%
364	Provide protection to threatened persons.	3.26	76.8	2.45	50.2	74.7%
72	Describe contributing factors in accident.	2.79	48.1	2.84	66.4	74.5%
37	Distribute material for public relations.	1.99	2.6	2.00	33.3	74.4%
28	Conduct a non-swimming rescue (rope, pole, floatation device).	3.12	70.2	1.20	2.1	74.3%
98	Conduct high speed pursuit in congested and open areas.	4.14	98.1	1.93	29.1	74.1%
68	Review records and pictures of suspects.	2.62	34.0	3.26	79.6	73.8%
140	Update dispatch records of officers on calls.	2.59	31.7	1.74	20.2	73.8%
252	Document statements or confessions from witnesses or suspects.	3.18	73.7	3.42	83.6	73.7%
50	Administer CPR.	3.83	94.6	1.34	6.3	73.6%
226	Prosecute magisterial/municipal court level DUI case.	2.98	63.1	2.14	39.4	73.4%
350	Search accident scenes for physical evidence.	2.69	38.3	2.35	47.4	73.1%
347	Investigate accident to identify point of impact.	2.57	29.3	2.61	56.1	73.0%
119	Prepare "wanted" or "Be-On-Lookout-For (BOLO)" list.	2.75	43.9	2.13	38.0	73.0%
239	Obtain search warrants.	3.03	65.5	1.88	26.1	73.0%
379	Know various concepts of community trends.	2.34	17.6	2.89	68.1	72.9%
14	Review recent court ruling.	2.88	56.6	2.60	55.6	72.6%
215	Establish barrier or roadblock using patrol vehicle to capture suspect.	3.72	92.7	1.59	14.1	72.4%
91	Assist bail bondsman in taking fugitives into custody.	2.58	30.0	1.36	6.8	72.3%
36	Advise crime victims of crime prevention programs.	2.52	26.3	2.89	68.3	72.0%
15	Fingerprint persons for other than criminal reasons (job applications).	1.86	0.9	1.58	13.8	71.9%
38	Visit schools.	2.30	12.9	2.31	45.1	71.7%
354	Screen access to police records (criminal, accident, etc.).	2.86	55.6	1.98	31.2	71.5%
88	Use impact weapon other than PR-24 and straight baton to subdue suspects.	3.39	83.6	1.49	10.6	71.5%
44	Obtain medical exam for DUI suspect.	2.41	19.7	1.41	8.2	71.3%
43	Talk with alcohol/drug counselors concerning a suspect after suspect's DUI arrest.	1.92	1.4	1.30	5.2	71.0%
80	Update records of warrants served.	2.83	51.9	1.98	30.8	70.9%

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328	Explain departmental policies to individuals or community groups.	2.31	14.8	2.71	60.6	70.9%
22	Perform weather-watch service.	1.92	1.2	1.43	9.2	70.8%
188	Deliver emergency and/or death messages.	2.78	46.9	1.77	21.6	70.5%
228	Provide courtroom security.	3.29	79.1	1.91	27.5	70.5%
302	Plan temporary traffic detours.	2.59	31.2	1.80	22.5	70.3%
154	Fingerprint prisoners.	2.72	40.4	1.64	16.4	70.2%
176	Forcibly enter residence (kick or force door, etc.).	3.39	83.8	1.91	27.2	69.9%
345	Diagram accident scene.	2.71	39.4	2.44	50.0	69.9%
63	Record location of physical evidence at scene.	3.44	85.9	2.96	70.7	69.9%
257	Photograph accident scenes.	2.54	27.2	1.81	23.7	69.9%
78	Participate in ride-along programs where the community is offered a look at departmental operations.	2.31	14.6	1.99	31.9	69.5%
225	Obtain confinement order from Family Court to keep juvenile jailed.	2.83	52.3	1.45	9.6	69.4%
309	Locate persons using information from utility companies, schools, etc.	2.34	17.4	2.28	44.1	69.3%
148	Determine need for specialized assistance at crime scene.	3.14	72.3	2.93	69.7	68.9%
200	Handle records at headquarters.	2.41	20.4	2.53	53.3	68.4%
384	Conduct on-scene assessment of potential physical abuse of children.	3.32	80.8	2.19	40.8	68.4%
71	Interview medical personnel to obtain information concerning an incident.	2.74	42.7	2.25	43.7	67.9%
90	Monitor the compliance of taxicabs with regulations.	1.59	0.2	1.30	5.6	67.7%
45	Collect fines when under court order.	2.38	18.5	1.19	1.9	67.7%
341	Provide procedural information to prospective witnesses for courtroom appearance.	2.46	22.8	1.92	27.9	67.4%
288	Investigate criminal activities involving drugs.	3.18	73.9	3.57	86.4	66.9%
315	Participate in community relations programs.	2.28	11.7	2.11	37.3	66.7%
380	Obtain information from various community groups for investigative purpose.	2.44	22.1	2.34	46.5	66.3%
76	Set priorities and then direct activities at scenes of accident investigations.	2.97	62.2	2.49	51.6	66.1%
221	Conduct formal or informal residential or business security surveys.	2.25	10.8	1.79	22.3	65.8%
388	Visit schools for presentation purposes.	2.25	10.3	1.76	21.1	65.5%
371	Maintain knowledge of local disaster plans and your individual responsibilities.	3.14	71.8	2.64	58.2	65.3%
339	Utilize criminal records to aid in investigation.	2.72	40.6	2.63	57.3	65.2%
387	Conduct an investigation at a public/private school.	2.74	42.0	1.99	31.7	65.0%

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57	Participate in strategy/planning for arrests.	3.25	76.5	2.70	59.6	64.3%
326	Use video and/or audio recording equipment.	2.62	34.5	3.40	82.6	63.8%
35	Check individual businesses for compliance with licensing requirements.	1.95	2.1	1.51	11.5	63.7%
46	Attach property under court order.	2.42	20.9	1.23	2.6	63.7%
260	Seek to involve the community in various police supported projects.	2.33	16.4	1.94	29.8	63.7%
109	Manually operate traffic control devices.	2.51	25.6	1.39	7.7	63.6%
177	Physically restrain crowds.	3.46	87.1	1.62	15.5	62.9%
6	Participate in large scale searches.	2.96	61.5	2.26	43.9	62.7%
69	Verify reliability and credibility of witnesses.	2.99	64.1	2.96	70.9	62.0%
29	Respond to an incident involving counterfeit money, check fraud and/or forgery.	2.62	34.7	2.67	58.9	61.8%
411	Have an understanding of and adhere to Health Insurance Portability and Accountability Act of 1996 (HIPAA) restrictions.	2.79	47.4	2.70	59.9	60.2%
206	Conduct follow-up investigation of crime.	2.93	59.2	3.18	76.3	60.1%
123	Examine dangerous or suspicious objects.	3.48	87.8	2.44	49.8	60.0%
125	Direct activities of assisting units on scene.	3.00	64.6	2.55	54.9	59.8%
314	Investigate alcoholic beverage regulations violations.	2.33	16.7	2.16	40.1	59.6%
151	Collect and preserve evidence and personal property from crime scenes.	3.37	83.1	3.13	74.6	59.0%
10	Serve as switchboard operator and/or dispatcher at headquarters.	2.58	30.8	1.30	5.4	58.7%
343	Verify identity of deceased.	3.06	66.7	1.67	17.1	58.2%
248	Confer with coroner concerning cases.	2.64	35.7	1.56	12.9	58.0%
42	Attend DataMaster refusal hearing as arresting officer.	2.60	31.9	1.77	21.8	57.5%
332	Package evidence.	3.09	67.8	3.05	73.9	57.4%
83	Respond to riot, other large demonstrations, or large gatherings.	3.83	94.4	2.02	34.5	57.2%
319	Secure disaster scenes.	3.65	92.0	1.59	14.3	57.2%
169	Test operating condition of vehicle that has been involved in an accident.	2.79	47.7	1.55	12.7	55.8%
70	Talk with informants.	2.86	54.9	2.64	57.7	54.8%
335	Gather intelligence on suspected criminals.	2.89	57.3	2.85	67.1	54.6%
382	Identify evidence at a hate crime.	2.99	63.8	1.80	23.0	54.1%
264	Review other officers' cases to be presented to Grand Jury or trial.	2.76	44.6	1.60	14.8	54.1%
94	Respond to complaints of voting irregularities at polling places.	2.24	9.9	1.08	0.5	54.0%
333	Search crime scenes for physical evidence.	3.23	76.1	3.01	72.1	53.7%
58	Search crime scenes for evidence.	3.63	91.8	3.15	75.1	53.1%

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336	Determine whether recovered property is linked to prior crimes.	2.78	46.5	2.30	44.8	52.8%
348	Take measurements at traffic accident scenes.	2.58	30.3	1.64	16.7	52.8%
64	Submit evidence to SLED, FBI, and/or ATF laboratory for analysis.	3.32	80.5	2.35	46.9	52.7%
79	Dispose of evidence no longer needed or upon court order.	2.63	35.2	1.80	22.8	52.2%
249	Trace stolen goods.	2.65	36.4	2.06	35.7	52.2%
114	Extradite prisoners from other states.	3.08	67.4	1.38	7.3	51.1%
34	Investigate injuries to prisoners.	3.01	64.8	1.39	8.0	51.1%
124	Escort hazardous materials.	3.51	89.0	1.18	1.6	50.2%
238	Participate in raids.	3.58	90.8	1.84	24.6	49.6%
337	Conduct photo line-ups.	2.82	50.2	1.61	15.0	49.3%
74	Measure skidmarks.	2.66	36.6	1.54	12.2	48.5%
195	Fight various types of fires (grass, forest, vehicle, house, etc.).	2.77	46.0	1.49	11.0	48.5%
187	Provide protective escort for public figures.	3.10	69.2	1.71	19.0	48.3%
251	Interview or interrogate suspects.	3.11	69.5	3.39	82.2	48.3%
244	Witness autopsies.	2.12	5.2	1.29	4.7	48.3%
136	Respond to bomb threats and assist in the search for bombs.	4.06	96.9	1.72	19.5	48.0%
130	Conduct crime prevention meetings.	2.32	15.7	1.48	10.3	47.4%
117	Assist DNR or other rescue agency to drag from a boat to retrieve body or evidence.	2.72	40.4	1.31	5.9	47.4%
149	Track persons from crime scene.	3.28	78.4	2.37	48.4	46.7%
222	Organize neighborhood watch groups.	2.23	9.2	1.29	4.5	46.1%
96	Interview doctors, family, friends, neighbors, etc. about reported cases of elderly abuse or neglect.	3.30	79.8	1.72	19.7	45.8%
67	Establish modus operandi (M.O.) of a suspect.	2.86	55.4	2.54	54.0	45.0%
13	Identify suspected drug samples.	2.94	59.9	2.71	60.3	44.7%
303	Communicate with potential suicide victim.	3.86	94.8	2.14	39.2	44.6%
87	Conduct a patrol on a bicycle.	2.16	6.3	1.23	3.5	44.4%
334	Take photograph of line-ups.	2.74	42.3	1.41	8.5	44.0%
405	Have contact with media at direction of Chief/Sheriff/Supervisor.	2.86	54.5	1.36	6.6	43.8%
242	Examine evidence and personal property from crime scenes.	3.09	68.1	2.47	51.2	43.5%
157	Conduct surveillance of individuals.	2.85	54.0	2.61	55.9	43.0%
158	Recruit informants.	2.73	41.8	2.07	35.9	42.9%
175	Talk with leaders of demonstrations.	2.94	60.1	1.29	4.2	42.6%

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338	Review laboratory reports as an aid to investigation.	2.82	49.8	1.93	28.4	42.3%
51	Deliver babies.	3.44	86.4	1.06	0.2	42.0%
100	Operate radar.	2.52	26.1	2.95	70.2	41.8%
344	Search dead bodies for evidence.	3.10	68.3	1.46	9.9	41.6%
250	Conduct investigation from start to finish.	3.15	72.5	2.84	66.9	41.3%
92	Participate in vice calls involving gambling, illegal liquor or prostitutes.	2.95	60.6	1.66	16.9	40.7%
406	Investigate hate crimes.	3.10	68.8	1.50	11.3	40.4%
16	Respond to a hostage situation.	4.44	99.3	1.57	13.6	39.9%
409	Understand and properly employ Weapons of Mass Destruction (WMD) first responder responsibilities.	3.92	96.0	2.03	34.7	39.6%
241	Diagram crime scenes.	3.01	65.3	1.67	17.4	39.3%
291	Interview child victims of crimes.	3.27	77.9	2.19	41.1	38.3%
113	Provide initial negotiation with suspect in hostage situation pending negotiation team arrival.	4.04	96.7	1.33	6.1	37.3%
108	Operate teletype.	2.09	4.5	1.23	2.8	36.6%
403	Operate DataMaster breath testing device.	2.83	51.6	2.00	32.6	35.8%
340	Make use of polygraph in investigation.	2.77	45.5	1.29	4.0	35.7%
153	Dust and lift latent fingerprints.	3.01	65.0	1.99	31.5	35.4%
17	Interview doctors, teachers, parents, neighbors, etc., about reported cases of child abuse.	3.55	89.9	1.84	24.2	35.2%
33	Use alternatives to photographs for identifications (artists' sketches, etc.).	2.61	33.1	1.71	18.8	33.9%
410	Understand and properly carry out assigned duties in accordance with National Incident Management System (NIMS), National Interagency Incident Management System (NIIMS) and Incident Command System (ICS) requirements.	3.45	86.6	2.16	40.4	31.3%
366	Interview adult sexual assault victims.	3.36	82.4	1.86	25.1	30.5%
262	Investigate police applicant's background.	3.36	82.6	1.12	0.7	30.2%
18	Work in plainclothes on special assignment.	2.77	46.2	2.01	33.8	29.9%
156	Analyze and compare crimes for similarity of modus operandi (M.O.).	2.96	61.3	2.08	36.4	29.7%
163	Conduct photographic surveillance.	2.71	39.2	1.56	13.4	29.0%
331	Photograph crime scenes.	3.10	68.5	2.19	41.3	28.1%
121	Obtain personal evidence (handwriting, blood, hair, etc.) from persons.	3.24	76.3	1.76	20.9	26.6%
275	Photograph latent fingerprints.	2.82	50.7	1.37	7.0	26.3%

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367	Interview child sexual assault victims.	3.48	87.6	1.74	20.4	25.1%
312	Coordinate tactical operations.	3.61	91.3	1.73	20.0	18.5%